San Ysidro School District
Governing Board

AMENDED AGENDA

Tuesday,
March 5, 2024
5:00 p.m.

WELCOME
Welcome to the meeting of the San Ysidro School District Governing Board.
As a courtesy to others, we ask that you turn the volume off on your cell phones and put them on vibrate during the Board meeting. Your cooperation is appreciated.

Smythe School
Auditorium
1880 Smythe Ave
San Ysidro, CA 92173

General Administration

SAN YSIDRO SCHOOL DISTRICT
4350 Otay Mesa Road San Ysidro, CA 92173
Phone Number: (619) 428-4476 Fax Number: (619) 428-1505

REGULAR MEETING OF THE GOVERNING BOARD
TUESDAY, FEBRUARY 13, 2024
5:00 p.m.

Pursuant to Government Code Sections 54954 and 54954.2 and Education Code Section 35140, the Regular Meeting of the Governing Board was held on Tuesday, February 13, 2024, to conduct its business meeting at **Sunset Elementary School - Auditorium, 3825 Sunset Lane, San Ysidro, CA 92173.** Any meeting participant who engages in disorderly conduct which disturbs the peace and good order of the meeting, or refuses to comply with the lawful orders of the Board may be ordered removed from the meeting, and may be guilty of a misdemeanor (Cal. Penal Code Sec. 403). Closed Session was held at 5:00 p.m. to 6:00 p.m., and reconvened into Open Session at 6:00 p.m. Closed Session was conducted in accordance with applicable sections of California Law.

THIS MEETING WILL BE TAPE RECORDED

MINUTES

1. CALL TO ORDER Who: I. Lopez Time: 5:00 p.m.

2. ROLL CALL by Gina A. Potter, Ed.D., Superintendent & Secretary to the Board
Board Members present:
Mrs. Irene Lopez, Board President
Mrs. Zenaida Rosario, Board Vice-President
Mr. Antonio Martinez, Board Clerk
Mr. Rudy Lopez, Board Member
Mrs. Rosaleah Pallasigue, Board Member - *Absent due to illness*

3. AGENDA
The Board approved the agenda with the following corrections:

- Corrected the recommendation for General Administration agenda item 13.6 MID YEAR LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) UPDATE from Approve the Mid Year Local Control Accountability Plan (LCAP) Update to Information only

Motion: Martinez Second: Rosario Vote: 4-0

4. PUBLIC COMMENT/COMMUNICATIONS ON CLOSED SESSION ITEMS
Please submit public comment forms prior to start of meeting at 5:00 p.m. Per Board Policy #9323, three (3) minutes may be allotted to each speaker and five (5) minutes for organizations to address
Closed Session Items Only. (Closed Session Items may be continued to the end of meeting if necessary.)

There were no public comments.

Board Clerk Martinez made the motion to recess to Closed Session, seconded by Board President I. Lopez. The vote was 4-0.

5. GOVERNING BOARD – RECESSED to CLOSED SESSION at 5:03 p.m. in accordance with section 54954.5 regarding:

5.1 GOVERNMENT CODE SECTION 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: District Legal Counsel Joseph Sanchez and Superintendent Gina Potter, Ed.D.
Employee Organizations:
San Ysidro Education Association/CTA
California School Employees Association, Chapter 154
Unrepresented:
Administrators, Classified Management, Confidential/Supervisory

5.2 GOVERNMENT CODE SECTION 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT

5.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
No. of cases: 4

Shuana Amon, Legal Counsel, on behalf of the Board, took the following action in Closed Session:

1. Item 5.3 - The Board voted unanimously in closed session to approve a settlement agreement with a district employee in the amount of $4,508.68. The motion was made by Board Member Martinez which was seconded by Board President I. Lopez.

RECONVENED into OPEN SESSION at 6:04 p.m. to take action on items discussed in closed session, or to make disclosures of action taken in closed session, if any, as required by Government Code section 54957.7 and section 54957.1.

6. CALL TO ORDER Who: I. Lopez Time: 6:04 p.m.

7. ROLL CALL by Gina A. Potter, Ed.D., Superintendent & Secretary to the Board
Board Members present:
Mrs. Irene Lopez, Board President
Mrs. Zenaida Rosario, Board Vice-President
Mr. Antonio Martinez, Board Clerk
Mr. Rudy Lopez, Board Member
Mrs. Rosaleah Pallasigue, Board Member - *Absent due to illness*

8. FLAG SALUTE by Dahiana Campa, Sunset Elementary School, 4th grade student

9. BOARD RECOGNITION/DISTINGUISHED CHAMPIONS (Inzunza)
9.1 Sunset School - Student and Staff Recognitions - Presented by Sunset School Principal, Efrain Burciaga

- Renaissance myON Reading Challenge Outstanding Student Achievement
  - Nolan Coronado, Maximiliano Castaneda, Ivanna Baltazar, Yadiel Madrigal Soto, Angel Mendiola, Hector Bravo, Giovanny Carreon Barcenas, Hazel Navarro, Anthony Andujo Garcia, Angel Valenzuela Ramirez, Joseph Lozoya, Justeen Laurino, Sarah Quintero Ojeda, Arely Pardenilla, Aleia Aguirre, Dahiana Campa Cardozo, Sebastian Garcia, Jorge Romero Jr, Kameron Garmon, Gael Chavira Chaparro, Nicholas Reyes, Arlette Hernandez, Yezenia Sanchez, Gabriel Lopez and Emiliano Vital Barjas
- Lizeth Diaz, Social Worker

10. PUBLIC COMMENT/COMMUNICATIONS ON OPEN SESSION ITEMS

PLEASE SUBMIT PUBLIC COMMENT FORMS PRIOR TO START OF MEETING
Per Board Policy #9323, three (3) minutes may be allotted to each speaker and five (5) minutes for organizations to address **all of their items**. If translation services are required, please state that, and an additional one (1) minute will be allotted. **Approach the lectern and give your name.**

The public has the opportunity to address the Board on any item appearing on the agenda or not on the agenda. Persons wishing to address the Board are asked to fill out a ***Public Comment Form*** located at the sign-in area, and submit the completed form to the administrative assistant prior to start of the meeting.
Those who have a group concern are encouraged to select a spokesperson to address the Board. A copy of the full agenda is available for view at the Superintendent's Office located at 4350 Otay Mesa Road, San Ysidro, California. Also, at the district website: www.sysdschools.org.

Cristina Inzunza, Communications Specialist, Commented: 1) Shared introductory remarks about the Vice President of the San Diego School Boards Association and Co-Chair of the Honoring Our Own Committee. 2) Introduced Kate Bishop.

Kate Bishop, Vice President of the San Diego School Boards Association and Co-Chair of the Honoring Our Own Committee, Commented: 1) Announced that Board President Irene Lopez was selected as the 2024 San Diego County School Boards Association Board Member of the Year.

Mary Doyle, Retired Chula Vista Elementary School District Employee & Former Chula Vista Elementary School District Trustee, Commented: 1) Congratulated Board President Irene Lopez for her recognition. 2) Asked the board to take action regarding the south county sewage and pollution issue. Mentioned that other districts have been adopting a resolution or proclamation and encouraged the district to do the same.

Cynthia Jearman, , Commented: 1) Expressed concerns regarding the Community Advisory Council (CAC) and advocated for Roxana Palestino to be the parent representative for CAC.

Roxana Palestino, Parent, Commented: 1) Shared remarks regarding transparency. 3) Expressed concerns regarding the Community Advisory Council (CAC).

Lisa Yegin, National School District Special Education Teacher, Commented: 1) Expressed being passionate about justice and disability rights. 2) Shared remarks about the Community Advisory Council (CAC). 3) Shared special education concerns.

Marjam Lopez, National School District Parent, Parent, Commented: 1) Congratulated Board President Irene Lopez for her recognition. 2) Expressed special education concerns and asked for supportive systems that promote inclusion.

Kenia Peraza, Parent, Commented: 1) Expressed concerns regarding the Community Advisory Council (CAC) and advocated for Roxana Palestino to be the parent representative for CAC. 2) Expressed special education concerns.

11. ITEMS FROM THE BOARD & SUPERINTENDENT

Board Member R. Lopez, Commented: 1) Mentioned looking forward to the upcoming department and school visits. 2) Thanked Principal Efrain Burciaga for hosting the board meeting.

Board Vice President Rosario, Commented: 1) Thanked all community members for attending the board meeting. 2) Thanked Principal Burciaga for selecting a student for the flag salute. 3) Shared remarks about "La Abuelita" who worked at Sunset Elementary School years ago. 4) Mentioned the importance of students reading a book. 5) Congratulated Board President Irene Lopez for being selected as Board Member of the Year. 6) She is looking forward to the school visits. 7) Thanked Coordinator of Federal and State Programs and Language Acquisition Maria Rodriguez for the EL Master Plan committee meetings. 8) Congratulated Coordinator of Pupil Services Veronica Medina for her recognition by the County of San Diego Health & Human Services Agency. 9) Thanked Principal Burciaga for his leadership.

Board Clerk Martinez, Commented: 1) Thanked Board Vice President Rosario for her leadership and her remarks. 2) Thanked Principal Efrain Burciaga for hosting the board meeting. 3) Congratulated Sunset students for their board recognition in regards to reading. 4) Congratulated Board President Lopez on being named Board Member of the Year. 5) Shared remarks about the Promise Neighborhoods grant in the district. 6) Thanked Trustee Doyle for her remarks about pollution.

Board President I. Lopez, Commented: 1) Thanked Principal Efrain Burciaga for hosting the board meeting. Mentioned being an alumni of Sunset elementary school. 2) Shared remarks about Sunset's "La Abuelita" who worked as a noon supervisor. 3) Shared remarks about the state budget. 4) Expressed the importance of psychologists, social workers and counselors to address social-mental needs for our students. 5) Thanked Superintendent Potter for her leadership and supporting the needs of the district.

Superintendent Potter, Commented: 1) Thanked Principal Efrain Burciaga and the Sunset team for hosting the board meeting. 2) Congratulated Board President Irene Lopez for being named Board Member of the Year. 3) Congrauted Coordinator of Pupil Services Veronica Medina for two decades of service and being recognized by the County of San Diego Health & Human Services Agency. 4) Thanked Principals and their school teachers for the hard work they invest with school visits.

12. CONFERENCE SESSION

Reports/Presentations

12.1 Mid Year Local Control Accountability Plan (LCAP) Update - Presented by Assistant Superintendent of Educational Leadership and Pupil Services, Russell Little, Chief Business Official Marilyn Adrianzen and Coordinator of Federal and State Programs and Language Acquisition Maria Connie Rodriguez

12.2 Annual Promise Neighborhoods Community Grant Presentation - Presented by Mauricio Torres, Vice President of Program Operations, SBCS

13. GENERAL ADMINISTRATION

13.1 MINUTES (Potter)

The Board approved the minutes of the Regular Board Meeting of January 25, 2024.

Motion: Martinez Second: R. Lopez Vote: 4-0

13.2 2024 CSBA DELEGATE ASSEMBLY ELECTION (Potter)

The Board elected of the following representatives to the 2024 CSBA Delegate Assembly: Maria Betnacourt-Castaneda (National SD), Eddie Jones (Fallbrook Union HSD)*, Julie Kelly (Vista USD)*, Rudy Lopez (San Ysidro SD)*, Gee Wah Mok (Del Mar Union SD)*, Dawn Perfect (Ramona USD)*, Dr. Don Sauter (Jamul-Dulzura Union ESD), Rhea Stewart (Cardiff SD), and Marla Strich (Encinitas Union ESD)*.

Motion: R. Lopez Second: Rosario Vote: 4-0

13.3 MEMORANDUM OF UNDERSTANDING BETWEEN SAN YSIDRO DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REGARDING THE 2024 CSEA PARAEDUCATOR CONFERENCE (Bojorquez)

The Board approved the Memorandum of Understanding between San Ysidro District and California School Employees Association regarding the 2024 CSEA Paraeducator Conference.

Motion: Martinez Second: R. Lopez Vote: 4-0

13.4 RESOLUTION NO. 23/24-0025 - AUTHORIZING THE TEACHING ASSIGNMENT OF A MULTIPLE SUBJECT TEACHER TO A SINGLE SUBJECT CLASS PURSUANT TO EDUCATION CODE 44256(b) (Bojorquez)

The Board approved/ratified the adoption of Resolution No. 23/24-0025 authorizing the teaching assignment of a multiple subject teacher to a single subject class pursuant to Education Code Section 44256(b).

Motion: Martinez Second: Rosario Vote: 4-0

13.5 ARTS, MUSIC, INSTRUCTIONAL MATERIALS DISCRETIONARY BLOCK GRANT BUDGET PLAN (Little/Adrianzen)

The Board approved the Arts, Music, Instructional Materials Discretionary Block Grant Budget Plan.

Motion: Martinez Second: R. Lopez Vote: 4-0

13.6 MID YEAR LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) UPDATE (Little)

~~Approve the Mid Year Local Control Accountability Plan (LCAP) Update.~~ This Board agenda item was Information Only.

~~Motion: _____ Second: _____ Vote: _____~~

14. CONSENT CALENDAR

The Board approved the Consent Calendar.

Motion: Martinez Second: Rosario Vote: 4-0

14A. PERSONNEL – CLASSIFIED

EMPLOYMENT (Bojorquez)

The Board approved/ratified the employment for the following as recommended by staff:

14A.1 Instructional Aides

a. Grecia Lopez, Child Development Center
b. Areli Martinez, Child Development Center

14A.2 Substitute Child Nutrition Specialist

a. Martha Bastidas, Child Nutrition Services

14A.3 Substitute Clerk

a. Zaira Villalobos, All Sites

14A.4 Substitute Custodians

b. Brian Cruz, All Sites

c. Rio Moreno, All Sites

14A.5 Substitute Instructional Aides

a. Julissa Arellano Balbuena, All Sites
b. Bertha Hernandez, All Sites
c. Gabriela Hoyos, All Sites

RESIGNATION (Bojorquez)
The Board approved/ratified to the resignation for the following as recommended by staff:

14A.6 Child Nutrition Specialist

a. Ivette Monje, Willow

14A.7 Instructional Aide

a. Wendy Jimenez, Ocean View Hills

14B. PERSONNEL – CERTIFICATED

EMPLOYMENT (Bojorquez)
The Board approved the employment for the following as recommended by staff:

14B.1 Substitute Teachers

a. Elva De Baca, All Sites
b. Rebecca Munstlag Koblitz, All Sites
c. Thalia Rodriguez, All Sites
d. Guillermina Sandez, All Sites
e. Maria Lourdes Vallin, All Sites

14C. CURRICULUM & INSTRUCTION

14C.1 KUTA SOFTWARE LICENSE RENEWAL FOR SAN YSIDRO MIDDLE SCHOOL (Little/Ruiz)
The Board approved the renewal of the Kuta Software school wide license package for San Ysidro Middle School at the total cost of $1,079.00 from the Title I Fund.

14C.2 PROFESSIONAL DEVELOPMENTS (Little)
The Board approved/ratified the attendance and participation of District staff to the different professional developments as attached.

14D. BUSINESS

14D.1 PURCHASING REPORT (Adrianzen)
The Board approved/ratified the following purchase orders incurred by the District during the period January 1, 2024 through January 31, 2024. This includes all agreements along with those with cost implications that fall within the authorized delegation of authority limits of up to $15,000 for public project contracts and up to $30,000 for all other contracts from the various funding sources.

14D.2 EXPENDITURE REPORT (Adrianzen)
The Board approved/ratified the expenditures incurred by the District during the period of January 1, 2024 through January 31, 2024 for a total expenditure of $1,653,937.50. This includes all agreements along with those with cost implications that fall within the authorized delegation of authority limits of up to $15,000 for public project contracts and up to $30,000 for all other contracts from the various funding sources.

14D.3 APPROVE/RATIFY AGREEMENTS WITHIN DELEGATION OF AUTHORITY LIMITS (Adrianzen)
The Board approved/ratified the agreements on the attached list with cost implications that fall within the authorized delegation of authority limits of up to $15,000 for public project contracts and up to $30,000 for all other contracts from the various funding sources or at no cost to the district.

14D.4 APPROVAL AND RATIFICATION OF CONSTRUCTION CONTRACT AUTHORIZED/ AWARDED PURSUANT TO THE CUPCCAA PROCESS (Iniguez)
The Board approved and ratified the construction contract with Atlas Tree Service set forth above for the total amount of $7,850.00.

14D.5 ACCEPTANCE OF DONATIONS (Adrianzen)
The Board accepted the donations and grants valued at $615.00 to help support and enrich our educational programs.

14D.6 AMENDMENT NO. 1 TO THE PROCARE THERAPY AGREEMENT FOR 2023-24 (Little/Madera)
The Board approved/ratified Amendment No. 1 to the agreement with ProCare Therapy for the 2023-2024 school year to provide speech services for students with special needs. Cost implications will be paid from the Special Education fund.

14D.7 SAN DIEGO COUNTY NONPUBLIC MASTER CONTRACT WITH SUNBELT STAFFING, LLC (Little/Madera)
The Board approved/ratified the San Diego County Nonpublic Master Contract with Sunbelt Staffing, LLC to provide several special education services for students with special needs during school year 2023-2024. Cost implications will be paid from the Special Education fund.

14D.8 SECOND AMENDMENT TO THE COMMERCIAL SERVICES AGREEMENT WITH COX COMMUNICATIONS CALIFORNIA, LLC (Adrianzen/Lewis)
The Board approved the Second Amendment to the Commercial Services Agreement with Cox California LLC, thus extending the term of the agreement through June 30, 2025 at an annual cost of $121,200.00 from the General fund.

Board Clerk Martinez made a motion to adjourn, seconded by Board Vice President Rosario. The vote was 4-0.

15. ADJOURNMENT Time: 9:05 p.m.

Respectfully Submitted,

Gina A. Potter, Ed.D., Superintendent

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: ANNUAL FINANCIAL AUDIT REPORT FOR 2022-2023

BACKGROUND INFORMATION:
In accordance with Education Code section 41020, public school districts are required to have an annual comprehensive financial and compliance audit conducted by an independent audit firm. On or before December 15th, the school districts shall file the audit report with the county superintendent of schools of their repective county.

The 2022-23 audit was recently completed by the auditing firm of Wilkinson, Hadley, King & Co., LLP. Education Code Section 41020.3, further stipulates that the governing board of a school district shall review, at a public meeting the annual audit report. A representative from Wilkinson, Hadley, King & Co., LLP will be present to answer any questions on this item. The report is provided under separate cover.

RECOMMENDATION:
Approve the 2022-23 Annual Financial Audit Report.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2022-2023 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	
N/A (Amount)	N/A (Name of funding source and/or location)	

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

San Ysidro School District

County of San Diego
San Diego, California

Audit Report

June 30, 2023

WILKINSON HADLEY KING & CO. LLP
CPAs AND ADVISORS

San Ysidro School District
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June 30, 2023

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WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report

To the Board of Education
San Ysidro School District

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the San Ysidro School District (the District) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note A to the financial statements, in the fiscal year ended June 30, 2023, the District adopted new accounting guidance, *GASB Statement No. 96, Subscription-Based Information Technology Arrangements*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards,* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financials statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The accompanying combining financial statements and additional supplementary information, identified in the table of contents, as required by the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting,* prescribed in Title 5, *California Code of Regulations, Section 19810* are presented for purposes of additional analysis and are not a required part of the financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the accompanying combining and individual nonmajor fund financial statements, the schedule of expenditures of federal awards, and the additional supplementary information as identified in the table of contents, are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 29, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Wilkinson Hadley King & Co. LLP

El Cajon, California
February 29, 2024

SAN YSIDRO SCHOOL DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS
JUNE 30, 2023

(Unaudited)

The discussion and analysis of San Ysidro School District's financial performance provides an overall review of the District's financial activities for the fiscal year ended June 30, 2023. The intent of this discussion and analysis is to look at the District's financial performance as a whole. To provide a complete understanding of the District's financial performance, please read it in conjunction with the Independent Auditor's Report, the District's financial statements and notes to the basic financial statements.

The Management's Discussion and Analysis (MD & A) is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued June 1999. Certain comparative information is required to be presented in the MD & A.

FINANCIAL HIGHLIGHTS3

- The decrease in Local Control Funding Formula (LCFF) sources from 2021-22 to 2021-23 was $904,187 or 3.89%.

- The general fund expenditures increased by $14,383,068 or 20.1% over the previous year amount.

- General fund revenues and other sources exceeded expenditures and other uses by $11,536,277 resulting in an increase to ending fund balance.

- The District implemented GASB Statement No. 96 during the 2022-23 fiscal year recording subscription assets and a related liability.

Overview of the Financial Statements

This annual report consists of the following parts – management's discussion and analysis (this section), the basic financial statements, required supplementary information, other supplementary information, and findings and recommendations. These statements are organized so the reader can understand the San Ysidro School District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The Basic Financial Statements

The first two statements are district-wide financial statements, the Statement of Net Position and the Statement of Activities. These statements provide information about the activities of the entire District, presenting both an aggregate view of the District's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the District's more significant funds with all other non-major funds presented in total in one column.

The financial statements also include notes that explain some of the supplementary information in the statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements. A comparison of the District's general fund budget is included.

Reporting the District as a Whole

Statement of Net Position and the Statement of Activities

These two statements provide information about the District as a whole using methods similar to those used by private-sector companies. The Statement of Net Position includes all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting. This basis of accounting takes in account all the current year's revenues and expenses regardless of when cash is received or paid. These statements report information on the district as a whole and its activities in a way that helps answer the question, "How did we do financially during 2021-2022?"

The change in net position is important because it tells the reader that, for the District as a whole, the financial position of the District has improved or diminished. The causes of this change may be the result of many factors, some financial, some not. Over time, the increases or decreases in the District's net position, as reported in the Statement of Activities, are one indicator of whether its financial health is improving or deteriorating. The relationship between revenues and expenses indicates the District's operating results. However, the District's goal is to provide services to our students, not to generate profits as commercial entities. One must consider many non-financial factors, such as the quality of education provided to assess the overall health of the District.

- Increases or decreases in the net position of the District over time are indications of whether its financial position is improving or deteriorating, respectively.
- Additional non-financial factors such as condition of school buildings and other facilities, and changes to the property tax base of the District need to be considered in assessing the overall health of the District.

Reporting the District's Most Significant Funds

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required to be established by State law. However, the District establishes other funds to control and manage money for specific purposes.

Governmental Funds

Most of the District's activities are reported in governmental funds. The major governmental funds of the District are the General Fund, the Building Fund, the Bond Interest and Redemption Fund, the Capital Projects Fund, and the Debt Service Fund. Governmental funds focus on how money flows into and out of the funds and the balances that remain at the end of the year. They are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's operations and services that help determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

FINANCIAL ANALYSIS OF THE GOVERNMENT WIDE STATEMENTS

The District as a Whole

The District's net position was ($89.2) million at June 30, 2023. Of this amount, unrestricted net position was ($68.9) million, net investment in capital assets was $(94.3) million, and restricted net position was $74.0 million. A Comparative analysis of government-wide statement of net position is presented in Table 1.

The District's net position increased $19.7 million this fiscal year (See Table 2). The District's expenses for instructional and pupil services represented 73.7% of total expenses. The administrative activities of the District accounted for just 7.1% of total costs. The remaining 19.2% was spent in the areas of plant services and other expenses, including debt service interest. (See Figure 2)

(Table 1)
Comparative Statement of Net Position

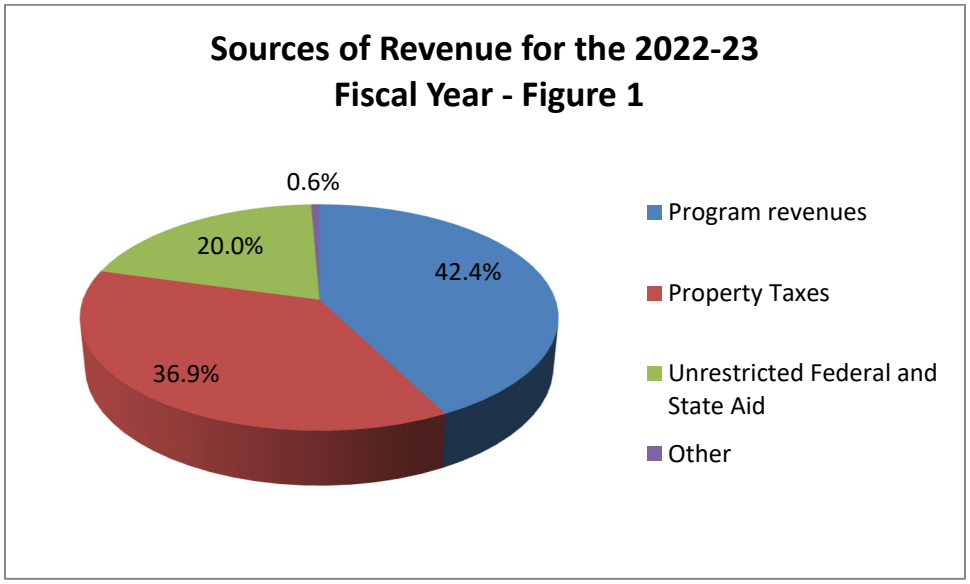
	Governmental Activities	
	June 30, 2023	**June 30, 2022**
Assets		
Cash	$ 76,771,091	65,053,053
Accounts receivable	9,221,593	4,431,288
Inventory	38,258	68,261
Capital assets, net	132,097,744	130,597,770
Lease assets, net	45,275	88,522
Subscription assets, net	555,024	-
Total Assets	$ 218,728,985	$ 200,238,894
Deferred Outflows of Resources		
Deferred outflows of resources - pensions	$ 15,184,766	10,902,869
Deferred outflows of resources - OPEB	1,784,766	1,911,880
Deferred outflows of resources - other	15,416,936	16,148,323
Total Deferred Outflows of Resources	$ 32,386,468	$ 28,963,072
Liabilities		
Accounts payable and other current liabilities	$ 6,693,364	$ 3,918,619
Unearned revenue	3,023,856	1,444,035
Long-term liabilities	319,540,128	305,492,844
Total Liabilities	$ 329,257,348	$ 310,855,498
Deferred Inflows of Resources		
Deferred inflows of resources - pensions	$ 7,382,353	$ 26,292,045
Deferred inflows of resources - other	3,627,288	908,888
Total Deferred Inflows of Resources	$ 11,009,641	$ 27,200,933
Net Position		
Net investment in capital assets	$ (94,303,702)	(97,464,790)
Restricted	74,039,358	60,396,393
Unrestricted	(68,887,192)	(71,786,068)
Total Net Position	$ (89,151,536)	$ (108,854,465)

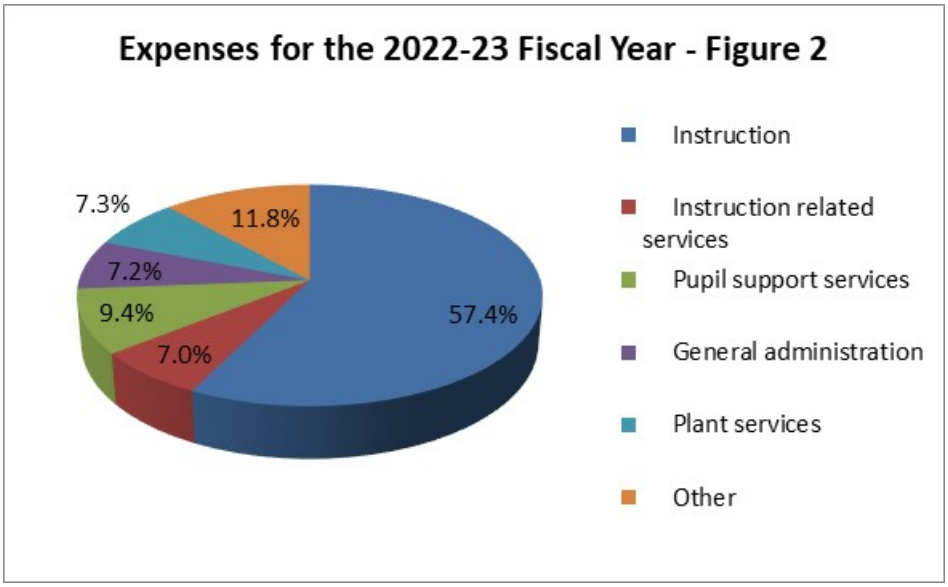
(Table 2)
Comparative Statement of Change in Net Position

	Governmental Activities	
	Year Ended June 30, 2023	Year Ended June 30, 2022
Revenues		
Program revenues		
Charges for services	$ 3,749,398	$ 1,761,727
Operating grants and contributions	48,168,076	22,463,999
Capital grants and contributions	110,796	6,246,628
General revenues		
Taxes levied for general purposes	31,805,952	25,638,271
Taxes levied for debt service	9,474,381	10,895,474
Taxes levied for other specific purposes	4,030,619	3,525,629
Federal and state aid not restricted to specific purposes	24,566,454	26,268,713
Interest and investment earnings	274,001	(977,711)
Miscellaneous	519,275	263,067
Total Revenues	122,698,952	96,085,797
Expenses		
Instruction	59,111,925	45,660,668
Instruction related services	7,193,940	4,842,462
Pupil support services	9,691,444	6,893,513
General administration	7,364,926	5,120,466
Plant services	7,509,841	6,248,527
Other	12,123,947	11,471,569
Total Expenses	102,996,023	80,237,205
Increase (Decrease) in Net Position	19,702,929	15,847,802
Net Position - Beginning Balance	(108,854,465)	(125,921,555)
Adjustment to Beginning Balance**	-	1,219,288
Net Position - Ending Balance	$ (89,151,536)	$ (108,854,465)

GOVERNMENTAL ACTIVITIES

As reported in the Statement of Activities, the cost of all of the District's governmental activities this year was $102.99 million. The amount that our local taxpayers financed for these activities through property taxes was $45.3 million. Federal and State aid not restricted to specific purposes totaled $24.6 million. Operating grants and contributions revenue was $48.2 million. Operating grants and unrestricted federal and state aid covered 70.6% of the expenses of the entire District. (See Figure 1)





FINANCIAL ANALYSIS OF THE FUND STATEMENTS

The fund financial statements focus on individual parts of the District's operations in more detail than the government-wide statements. The District's individual fund statements provide information on inflows and outflows and balances of spendable resources. The District's Governmental Funds reported a combined fund balance of $77.5 million, an increase of $12.0 million from the previous fiscal year's combined ending balance of $65.4 million.

General Fund Budgetary Highlights

Over the course of the year, the District revised the annual operating budget regularly. The significant budget adjustments fell into the following categories:

- Budget revisions to the adopted budget required after approval of the State budget.
- Budget revisions to update revenues to actual enrollment information and to update overall expenditures.
- Other budget revisions are routine in nature, including adjustments to categorical revenues and expenditures based on final awards, and adjustments between expenditure categories for school and department budgets.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets and Lease Assets

The District has a broad range of capital assets, including school buildings, administrative buildings, site improvements, vehicles, and equipment. Table 3 demonstrates a comparative Schedule of Capital Assets.

(Table 3)
Comparative Schedule of Capital Assets and Lease Assets, and Subscription Assets

	June 30, 2023	June 30, 2022	Net $ Change	Net % Change
Land	$ 45,896,267	$ 45,896,267	$ -	0.0%
Work in Progress	6,168,561	1,085,875	5,082,686	468.1%
Land Improvements	19,923,026	19,923,026	-	0.0%
Buildings & Improvements	134,727,997	134,727,997	-	0.0%
Equipment	4,308,733	3,562,985	745,748	20.9%
Less Accumulated Depreciation for				
Land Improvements	(17,567,409)	(17,150,420)	(416,989)	2.4%
Buildings & Improvements	(58,245,105)	(54,447,636)	(3,797,469)	7.0%
Equipment	(3,114,326)	(3,000,424)	(113,902)	3.8%
Lease Assets	131,769	131,769	-	0.0%
Less Accumulated Amortization	(86,494)	(43,247)	(43,247)	100.0%
Subscription Assets	845,500	-	845,500	100.0%
Less Accumulated Amortization	(290,476)	-	(290,476)	100.0%
Total	$ 132,698,043	$ 130,686,192	$ 1,500,074	1.1%

*Adjusted from amounts reported in 2020-21 MD&A to reflect GASB 87 implementation.

Long-Term Obligations

At June 30, 2022 the District had $319.5 million in long-term obligations outstanding. Table 4 shows a comparative schedule of long-term obligation items.

(Table 4)
Comparative Schedule of Long-Term Obligations

	June 30, 2023	June 30, 2022	Net $ Change	Net % Change
General Obligation Bonds	$ 212,861,600	$ 211,555,147	$ 1,306,453	0.6%
Certificates of Participation	38,685,627	36,822,463	1,863,164	5.1%
OPEB Liability	18,578,137	16,544,352	2,033,785	12.3%
Principal Apportionment	1,351,947	1,081,557	270,390	25.0%
Compensated Absences	634,698	440,532	194,166	44.1%
Net Pension Liability	33,290,775	52,465,884	(19,175,109)	-36.5%
Subscriptions Payable	-	584,659	(584,659)	-100.0%
Leases Payable	90,060	45,534	44,526	97.8%
Total Long-Term Debt	$ 305,492,844	$ 319,540,128	$ (14,047,284)	-4.4%

FACTORS BEARING ON THE DISTRICT'S FUTURE

At the time these financial statements were prepared and audited, the district was aware of several circumstances that could affect its future financial health. In February 2024, the Legislative Analyst Office (LAO) projected a state budget deficit of $73 billion as compared to their January deficit proposal of $68 billion. State revenues are significantly down. The potential increase in the deficit amount could lead to significant reductions in allocations and programs. The LAO's proposal includes abandoning the funding for the COLA, looking at dollars that have yet to be allocated to districts and considering reducing costs in ongoing programs such as ELO-P, school nutrition, Transitional Kindergarten, school transportation and State Preschool. LAO suggests eliminating some LCFF add-ons such as TIIG and minimum state aid.

Budget subcommittees in both houses of the Legislature have already begun the process of evaluating the Governor's budget proposal and will be simultaneously reviewing the LAO's alternatives. This work will become much more serious once April revenues are posted from tax receipts and the May Revision is submitted by the Governor.

The district will continue to conservatively manage the budget in anticipation that budget cuts could be implemented in the current and subsequent budget years.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, parents, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, please contact the Business Office, at San Ysidro School District, 4350 Otay Mesa Road, San Ysidro, California 92173.

Basic Financial Statements

San Ysidro School District

Statement of Net Position
June 30, 2023

	Governmental Activities
Assets	
Cash and Investments	$ 76,771,091
Accounts Receivable	9,221,593
Inventory	38,258
Capital Assets:	
Land	45,896,267
Land Improvements	19,923,026
Buildings & Improvements	134,727,997
Equipment	4,308,733
Work in Progress	6,168,561
Less Accumulated Depreciation	(78,926,840)
Lease Assets:	
Equipment	131,769
Less Accumulated Amortization	(86,494)
Subscription Assets:	
Software Subscriptions	845,500
Less Accumulated Amortization	(290,476)
Total Assets	218,728,985
Deferred Outflows of Resources	32,386,468
Liabilities	
Accounts Payable and Other Current Liabilities	6,693,364
Unearned Revenue	3,023,856
Long-Term Liabilities:	
Due Within One Year	11,989,275
Due In More Than One Year	307,550,853
Total Liabilities	329,257,348
Deferred Inflows of Resources	11,009,641
Net Position	
Net Investment in Capital Assets	(94,303,702)
Restricted For:	
Capital Projects	35,519,862
Debt Service	10,660,603
Educational Programs	20,009,737
Other Purposes (Expendable)	7,722,465
Other Purposes (Nonexpendable)	126,691
Unrestricted	(68,887,192)
Total Net Position	$ (89,151,536)

The accompanying notes to the financial statements are an integral part of this statement.

San Ysidro School District

Statement of Activities

For the Year Ended June 30, 2023

Functions	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Governmental Activities
Governmental Activities					
Instruction	$ 59,111,925	$ 3,686,753	$ 38,518,891	$ 110,796	$ (16,795,485)
Instruction-Related Services:					
Instructional Supervision and Administration	1,741,564	-	555,944	-	(1,185,620)
Instructional Library, Media and Technology	859,852	-	152	-	(859,700)
School Site Administration	4,592,524	-	434,621	-	(4,157,903)
Pupil Services:					
Home-to-School Transportation	942,284	-	-	-	(942,284)
Food Services	3,487,487	2,251	4,390,731	-	905,495
All Other Pupil Services	5,261,673	1,007	2,930,403	-	(2,330,263)
General Administration:					
Centralized Data Processing	1,447,699	-	256,178	-	(1,191,521)
All Other General Administration	5,917,227	3,538	891,757	-	(5,021,932)
Plant Services	7,509,841	7,253	147,824	-	(7,354,764)
Ancillary Services	99,596	48,596	41,575	-	(9,425)
Community Services	6,467	-	-	-	(6,467)
Interest on Long-Term Debt	11,839,098	-	-	-	(11,839,098)
Debt Issuance Costs	72,895	-	-	-	(72,895)
Transfers to County Office of Education	105,891	-	-	-	(105,891)
Total Governmental Activities	$ 102,996,023	$ 3,749,398	$ 48,168,076	$ 110,796	(50,967,753)

General Revenues	
Taxes and Subventions:	
Property Taxes, Levied for General Purposes	$ 31,805,952
Property Taxes, Levied for Debt Service	9,474,381
Property Taxes, Levied for Other Specific Purposes	4,030,619
Federal and State Aid Not Restricted for Specific Purposes	24,566,454
Interest and Investment Earnings	274,001
Miscellaneous	519,275
Total General Revenues	70,670,682
Change in Net Position	19,702,929
Net Position - Beginning of Year	(108,854,465)
Net Position - Ending	$ (89,151,536)

The accompanying notes to the financial statements are an integral part of this statement.

San Ysidro School District

Balance Sheet – Governmental Funds

June 30, 2023

	General Fund	Building Fund	Bond Interest & Redemption Fund	Blended Component Units (CFD & PFA) Capital Projects Fund	Blended Component Units (CFD & PFA) Debt Service Fund	Nonmajor Governmental Funds	Total
Assets							
Cash and Investments	$ 25,368,499	$ 18,902,332	$ 10,660,603	$ 5,114,804	$ -	$ 16,724,853	$ 76,771,091
Accounts Receivable	8,119,032	-	-	-	-	1,102,561	9,221,593
Due from Other Funds	1,532,949	13,858	-	-	-	81,824	1,628,631
Stores Inventories	-	-	-	-	-	38,258	38,258
Total Assets	$ 35,020,480	$ 18,916,190	$ 10,660,603	$ 5,114,804	$ -	$ 17,947,496	$ 87,659,573
Liabilities and Fund Balance:							
Liabilities:							
Accounts Payable	3,495,596	1,971,064	-	-	-	66,821	5,533,481
Due to Other Funds	95,682	13,872	-	40,000	-	1,479,077	1,628,631
Unearned Revenue	2,653,808	-	-	-	-	370,048	3,023,856
Total Liabilities	6,245,086	1,984,936	-	40,000	-	1,915,946	10,185,968
Fund Balance:							
Nonspendable	88,433	-	-	-	-	38,258	126,691
Restricted	25,252,714	16,931,254	10,660,603	5,074,804	-	15,993,292	73,912,667
Assigned	937,357	-	-	-	-	-	937,357
Unassigned	2,496,890	-	-	-	-	-	2,496,890
Total Fund Balance	28,775,394	16,931,254	10,660,603	5,074,804	-	16,031,550	77,473,605
Total Liabilities and Fund Balances	$ 35,020,480	$ 18,916,190	$ 10,660,603	$ 5,114,804	$ -	$ 17,947,496	$ 87,659,573

The accompanying notes to the financial statements are an integral part of this statement.

Total fund balances, governmental funds:		$ 77,473,605
Amounts reported for assets, deferred outflows of resources, liabilities, and deferred inflows of resources for governmental activities in the statement of net position are different from amounts reported in governmental funds because:		
Capital assets, lease assets, and subscription assets: In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets, lease assets, subscription assets, accumulated depreciation, and accumulated amortization.		
Capital assets relating to governmental activities, at historical cost	211,024,584	
Accumulated depreciation	(78,926,840)	
Net		132,097,744
Lease assets relating to governmental activities, at historical cost	131,769	
Accumulated amortization	(86,494)	
Net		45,275
Subscription assets relating to governmental activities, at historical cost	845,500	
Accumulated amortization	(290,476)	
Net		555,024
Unamortized costs: In governmental funds, debt issue costs are recognized as expenditures in the period they are incurred. In the government-wide statements, debt issue costs for prepaid debt insurance are amortized over the life of the debt. Unamortized debt insurance costs included in deferred outflows of resources on the		2,060,127
Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmatured interest owing at the end of the period was:		(1,159,883)
Deferred gain or loss on debt refunding: In the government wide financial statements deferred gain or loss on debt refunding is recognized as a deferred outflow of resources (for a loss) or a deferred inflow of resources (for a gain) and subsequently amortized over the life of the debt. Deferred gain or loss on debt refunding recognized as a deferred outflow of resources or deferred inflow of resources on the statement of net position was:		13,356,809

The accompanying notes to the financial statements are an integral part of this statement.

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

General obligation bonds payable	211,555,147	
Certificates of participation payable	36,822,463	
Leases payable	45,534	
Subscription liability	584,659	
Principal apportionment repayment plan	1,081,557	
Net pension liability	52,465,884	
Total OPEB liability	16,544,352	
Compensated absences	440,532	
Total		(319,540,128)

Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

Deferred outflows of resources relating to pensions	15,184,766	
Deferred inflows of resources relating to pensions	(7,382,353)	
Net		7,802,413

Deferred outflows and inflows of resources relating to OPEB: In governmental funds, deferred outflows and inflows of resources related to OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources related to OPEB are reported.

Deferred outflows of resources relating to OPEB	1,784,766	
Deferred inflows of resources relating to OPEB	(3,627,288)	
Net		(1,842,522)

Total net position, governmental activities:	$ (89,151,536)

The accompanying notes to the financial statements are an integral part of this statement.

San Ysidro School District

Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds

For the Year Ended June 30, 2023

	General Fund	Building Fund	Bond Interest & Redemption Fund	Blended Component Units (CFD & PFA) Capital Projects Fund	Blended Component Units (CFD & PFA) Debt Service Fund	Nonmajor Governmental Funds	Total
Revenues							
State Apportionment	$ 22,367,051	$ -	$ -	$ -	$ -	$ -	$ 22,367,051
Education Protection Account Funds	828,252	-	-	-	-	-	828,252
Property Taxes	31,805,952	-	9,474,381	4,030,619	-	-	45,310,952
Federal Revenue	11,827,249	-	-	-	-	2,900,445	14,727,694
Other State Revenue	21,341,865	-	-	-	-	3,477,454	24,819,319
Interest Income	354,294	348,712	140,967	20,641	-	231,882	1,096,496
FMV Adjustment	(296,100)	(36,583)	(298,923)	(37,795)	-	(153,094)	(822,495)
Other Local Revenue	5,454,344	-	(29,630)	-	-	2,891,629	8,316,343
Total Revenues	$ 93,682,907	$ 312,129	$ 9,286,795	$ 4,013,465	$ -	$ 9,348,316	$ 116,643,612
Expenditures							
Current Expenditures:							
Instruction	52,824,605	-	-	-	-	1,347,554	54,172,159
Instruction - Related Services	5,940,181	-	-	-	-	372,108	6,312,289
Pupil Services	5,815,984	-	-	-	-	3,170,682	8,986,666
Ancillary Services	-	-	-	-	-	99,596	99,596
General Administration	6,904,254	-	-	-	-	151,581	7,055,835
Plant Services	7,100,688	102,403	-	-	-	100,287	7,303,378
Other Outgo	105,891	-	-	-	-	-	105,891
Capital Outlay	3,834,340	2,800,801	-	-	-	38,793	6,673,934
Debt Service:							
Principal	372,736	-	7,740,024	-	1,672,631	-	9,785,391
Interest	93,451	-	3,630,644	-	1,229,906	-	4,954,001
Total Expenditures	82,992,130	2,903,204	11,370,668	-	2,902,537	5,280,601	105,449,140
Excess (Deficiency) of Revenues Over (Under) Expenditures	10,690,777	(2,591,075)	(2,083,873)	4,013,465	(2,902,537)	4,067,715	11,194,472
Other Financing Sources (Uses):							
Transfers In	-	-	-	-	2,902,537	6,248,244	9,150,781
Transfers Out	-	-	-	(2,902,537)	-	(6,248,244)	(9,150,781)
Proceeds from SBITAs	845,500	-	-	-	-	-	845,500
Total Other Financing Sources (Uses)	845,500	-	-	(2,902,537)	2,902,537	-	845,500
Net Change in Fund Balance	11,536,277	(2,591,075)	(2,083,873)	1,110,928	-	4,067,715	12,039,972
Fund Balance, Beginning of Year	17,239,117	19,522,329	12,744,476	3,963,876	-	11,963,835	65,433,633
Fund Balance, End of Year	$ 28,775,394	$ 16,931,254	$ 10,660,603	$ 5,074,804	$ -	$ 16,031,550	$ 77,473,605

The accompanying notes to the financial statements are an integral part of this statement.

San Ysidro School District

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2023

Total change in fund balances, governmental funds:		$ 12,039,972
Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:		
Capital outlay: In governmental funds, the costs of capital assets, lease assets, and subscription assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets, lease assets, and subscription assets are allocated over their estimated useful lives as depreciation expense or amortization expense. The difference between capital outlay expenditures and depreciation expense or amortization expense for the period is:		
Expenditures for capital outlay	6,673,934	
Depreciation expense	(4,328,460)	
Amortization expense	(333,723)	
Net		2,011,751
Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:		9,785,391
Debt proceeds: In governmental funds, proceeds from debt are recognized as Other Financing Sources. In the government-wide statements, proceeds from debt are reported as increases to liabilities. Amounts recognized in governmental funds as proceeds from debt, net of issue premium or discount, were:		(845,500)
Other liabilities not normally liquidated with current financial resources: In the government-wide statements, expenses must be accrued in connection with any liabilities incurred during the period that are not expected to be liquidated with current financial resources, in addition to compensated absences and long-term debt. Examples include special termination benefits such as retirement incentives financed over time, and structured legal settlements. This year, expenses incurred for such obligations were:		270,390
Debt issue costs for prepaid debt insurance: In governmental funds, debt issue costs are recognized as expenditures in the period they are incurred. In the government-wide statements, debt issue costs for prepaid debt insurance are amortized over the life of the debt. The difference between debt issue costs for prepaid insurance incurred in the current period and prepaid insurance costs amortized for the period is:		(72,895)

The accompanying notes to the financial statements are an integral part of this statement.

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was:	(6,631,383)
Amortization of debt issue premium or discount or deferred gain or loss from debt refunding: In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount, plus any deferred gain or loss from debt refunding, is amortized as interest over the life of the debt. Amortization of debt issue premium or discount, or deferred gain or loss from debt refunding for the period was:	(253,714)
Compensated absences: In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was:	194,166
Pensions: In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:	4,016,480
Other postemployment benefits (OPEB): In governmental funds, OPEB expenses are recognized when employer OPEB contributions are made. In the statement of activities, OPEB expenses are recognized on the accrual basis. This year, the difference between OPEB expenses and actual employer OPEB contributions was:	(811,729)
Change in net position of governmental activities:	$ 19,702,929

The accompanying notes to the financial statements are an integral part of this statement.

A. Summary of Significant Accounting Policies

San Ysidro School District (District) accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

1. Reporting Entity

The District operates under a locally elected Board of Education form of government and provides educational services to grades K-8 as mandated by the state. A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments and agencies that are not legally separate from the District. For the District, this includes general operations, special revenue funds, capital facilities funds, debt service funds, and student-related activities.

2. Component Units

Component units are legally separate organizations for which the District is financially accountable. Component units may also include organizations that are fiscally dependent on the District in that the District approves their budget, the issuance of their debt or the levying of their taxes. In addition, component units are other legally separate organizations for which the District is not financially accountable but the nature and significance of the organization's relationship with the District is such that exclusion would cause the District's financial statements to be misleading or incomplete.

The District and the San Ysidro Community Facilities District (the CFD) and the San Ysidro School District Public Financing Authority (PFA) have a financial and operational relationship which meet the reporting entity definition criteria of the Codification of Governmental Accounting and Financial Reporting Standards, Section 2100, for inclusion of the CFD and PFA as a component unit of the District. Therefore, the financial activities of the CFD and PFA have been included in the basic financial statements as a blended component unit.

The following are those aspects of the relationship between the District and the CFD and PFA which satisfy Codification of Governmental Accounting and Financial Reporting Standards, Section 2100, criteria:

a. Manifestations of Oversight

The governing body of the CFD and PFA are substantively the same as the District's Board of Directors.

The CFD and PFA have no employees, the District's Superintendent and Director of Fiscal Services function as agents of the CFD and PFA. Neither individual received additional compensation for work performed in this capacity.

The District exercises significant influence over operations of the CFD and PFA as it is anticipated that the District will be the sole lessee of all facilities owned by the CFD and PFA.

b. Accounting and Fiscal Matters

All major financing arrangements, contracts, and other transactions of the CFD and PFA must have the consent of the District.

The District will assume a "moral obligation", and potentially a legal obligation, for any debt incurred by the CFD and PFA.

c. Scope of Public Service and Financial Presentation

The CFD and PFA was created for the sole purpose of financially assisting the District.

The CFD and PFA were created pursuant to a joint powers agreement between the District and the California Statewide Communities Development Authority, pursuant to California Government Code, commencing with Section 6500. The CFD and PFA were formed to provide financing assistance to the District for construction and acquisition of major capital facilities. Upon completion the District intends to occupy all CFD and PFA facilities.

The CFD and PFA's financial activity for debt service payments is presented in the financial statements of the Debt Service Fund Blended Component Units, all other activities of the CFD and PFA are reported in the financial statements of the Capital Projects Fund for Blended Component Units.

Based upon review of the applicable GASB pronouncements, the District is not a component unit of any other entity.

3. Basis of Presentation

Government-Wide Statements. The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenue, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenue for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reserved for the statement of activities. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting of operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from general revenues of the District.

Fund Financial Statements. The fund financial statements provide information about the District's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Governmental funds are used to account for activities that are governmental in nature. Governmental activities are typically tax-supported and include education of pupils, operation of food service programs, construction and maintenance of school facilities, and repayment of long-term debt.

Major Governmental Funds

The District reports the following major governmental funds:

General Fund: The general fund is the primary operating fund of the District. It is used to account for all activities except those that are required to be accounted for in another fund.

Building Fund: This fund exists primarily to account separately for proceeds from the sale of bonds (*Education Code §15146)* and may not be used for any purpose other than those for which the bonds were issued. Other authorized revenues to the Building Fund are proceeds from the sale or lease-with-option-to-purchase of real property (*Education Code §17462*) and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board (*Education Code §41003*).

Bond Interest and Redemption Fund: The Bond Interest and Redemption Fund is used for the repayment of bonds issued for the District (*Education Code §15125 through §15262*). The County of San Diego Auditor maintains control over the District's Bond Interest and Redemption Fund. The principal and interest on the bonds must be paid by the County Treasurer from taxes levied by the County Auditor-Controller.

Capital Projects Fund for Blended Component Units (CFD & PFA): This fund is used to account for capital projects financed by Mello-Roos Community Facilities Districts and similar entities that are considered component units of the District under generally accepted accounting principles (GAAP). The Mello-Roos Community Facilities Act of 1982 (*Government Code §5311 et seq.*) allows any county, city, special district, school district, or joint powers authority to establish, upon approval of two-thirds of the voters in the district, a "Community Facilities District" (CFD) for the purpose of selling tax-exempt bonds to finance public improvements and services. The District has one CFD reported as a blended component unit.

Debt Service Fund for Blended Component Units (CFD & PFA): This fund is used to account for the accumulation of resources for the payment of principal and interest on bonds issued by Mello-Roos Community Facility Districts and similar entities that are considered blended component units of the District under generally accepted accounting principles (GAAP). The Mello-Roos Community Facilities Act of 1982 (*Government Code §5311 et seq.*) allows any county, city, special district, school district, or joint powers authority to establish, upon approval of two-thirds of the voters in the district, a "Community Facilities District" (CFD) for the purpose of selling tax-exempt bonds to finance public improvements and services. The District has one CFD reported as a blended component unit.

Non-Major Governmental Funds

The District reports the following non-major governmental funds categorized by the fund type:

Special Revenue Funds: Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The District maintains the following nonmajor special revenue funds:

Associated Student Body Fund: This fund is used to account separately for the activities of associated student body organizations operated by the District.

Cafeteria Special Revenue Fund: This fund is used to account separately for federal, state, and local resources to operate the food service program (*Education Code §38091 through §38093*). The Cafeteria Special Revenue Fund shall be used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (*Education Code §38091 and §38100*).

Child Development Fund: This fund is used to account separately for federal, state, and local revenues to operate child development programs.

Capital Projects Funds: Capital projects funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). The District maintains the following nonmajor capital projects funds:

Capital Facilities Fund: The Capital Facilities Fund is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (*Education Code §17620 through §17626*). The authority for these levies may be county or city ordinances (*Government Code §65970 through §65981*) or private agreements between the District and the developer. All funds, including interest earned, are restricted to the purposes specified in *Government Code §65970 through §65981* or *Government Code §65995*, or items specified in agreements with the developer (*Government Code §66006*).

County School Facilities Fund: This fund is established pursuant to *Education Code §17070.43* to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State School Facilities Fund (Proposition 47), the 2004 State School Facilities Fund (Proposition 55), the 2006 State School Facilities Fund (Proposition 1D) or the 2016 State School Facilities Fund (Proposition 51). The fund is used primarily to account for new school facility construction, modernization projects, and facility hardship grants as provided in the Leroy F. Green School Facilities Act of 1998 (*Education Code §17070.10 et seq.*).

Special Reserve Fund for Capital Outlay Projects: This fund exists primarily to provide for the accumulation of general fund moneys for capital outlay purposes (*Education Code §42840*). This fund may also be used to account for any other revenues specifically for capital projects that are not restricted to other capital projects funds. Other authorized resources that may be deposited into this fund are proceeds from the sale or lease-with-option-to-purchase of real property (*Education Code §17462*) and rentals and leases of real property specifically authorized for deposit into the fund by the governing board (*Education Code§41003*).

4. Basis of Accounting – Measurement Focus

Government-Wide Financial Statements. The government-wide financial statements are reported using the economic resources measurement focus. The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. The governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Revenues from local sources consist primarily of property taxes. Property tax revenues and revenues received from the State are recognized under the susceptible-to-accrual concept. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned, since they are both measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds from general long-term debt and acquisitions under capital leases are reported as other financing sources.

When the District incurs an expenditure or expense for which both restricted and unrestricted resources may be used, it is the District's policy to use restricted resources first, then unrestricted resources.

5. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid or at year end, whichever is sooner.

6. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. By state law, the District's governing board must adopt a final budget no later than July 1st. A public hearing must be conducted to receive comments prior to adoption. The District's governing board has satisfied these requirements.

These budgets are revised by the District's governing board and district superintendent during the year to give consideration to unanticipated income and expenditures.

Formal budgetary integration was used as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts.

7. Revenues and Expenses

a. Revenues – Exchange and Non-Exchange

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or expected to be collected soon enough thereafter, to be used to pay liabilities of the current fiscal year. Generally, available is defined as collectible within 60 days. However, to achieve comparability of reporting among California districts and so as to not distort normal revenue patterns, with specific respect to reimbursement grants and corrections to State-aid apportionments, the California Department of Education has defined available for districts as collectible within one year. The following revenue sources are considered to be both measurable and available at fiscal year-end: State apportionments, property taxes, interest, certain grants, and other local sources.

Non-exchange transactions are transactions in which the District receives value without directly giving equal value in return, including property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose restrictions. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

b. Expenses/Expenditures

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable, and typically paid within 90 days. Principal and interest on long-term obligations, which has not matured, are recognized when paid in the governmental funds as expenditures. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds but are recognized in the government-wide financial statements.

8. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position

a. Deposits and Investments

Cash balances held in banks and in revolving funds are insured to $250,000 by the Federal Depository Insurance Corporation (FDIC). All cash held by the financial institutions is fully insured or collateralized. For purposes of the statement of cash flows, highly liquid investments are considered to be cash equivalents if they have a maturity of three months or less when purchased.

In accordance with Education Code §41001, the District maintains substantially all its cash in the San Diego County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds, except for the Tax Override Funds, in which interest earned is credited to the general fund. Any investment losses are proportionately shared by all funds in the pool.

The county is authorized to deposit cash and invest excess funds by California Government Code §53648 et seq. The funds maintained by the county are either secured by federal depository insurance or are collateralized.

Information regarding the amount of dollars invested in derivatives with San Diego County Treasury was not available.

b. Stores Inventories and Prepaid Expenditures

Inventories are recorded using the purchases method in that the cost is recorded as an expenditure at the time individual inventory items are purchased. Inventories are valued using the first-in/first-out (FIFO) method and consist of expendable supplies held for consumption. Reported inventories are equally offset by a non-spendable fund balance designation, which indicates that these amounts are not "available for appropriation and expenditure" even though they are a component of net current assets.

The District has the option of reporting an expenditure in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditures during the benefiting period.

c. Capital Assets

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of the donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. A capitalization threshold of $5,000 is used.

Capital assets are being depreciated using the straight-line method over the following estimated useful lives:

Asset Class	Estimated Useful Life
Buildings & Improvements	20 - 50 Years
Land Improvements	10 - 25 Years
Equipment	5 - 15 Years

d. Lease Assets & Lease Liabilities

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles and equipment. In accordance with GASB Statement 87, the District records lease assets and lease liabilities with a capitalization threshold of $5,000. Lease assets are amortized over the shorter of the useful life of the underlying asset (as defined in capital assets policy) or the lease term. Lease liabilities are reduced as principal payments on the lease are made.

e. Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as liabilities of the District. The balance of the liabilities is recognized in the government-wide financial statements at year end.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

f. Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the occurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and revenue is recognized.

g. Interfund Activity

Interfund activity results from loans, services provided, reimbursements or transfers between funds. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers in and Transfers Out are netted and presented as a single "Transfers" line on the government-wide statement of activities. Similarly, interfund receivables and payables are netted and presented as a single "Internal Balances" line of the government-wide statement of net position.

h. Fund Balances – Governmental Funds

Fund balances of the governmental funds are classified as follows:

Nonspendable Fund Balance represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid items) or legally required to remain intact (such as revolving cash accounts or principal of a permanent fund).

Restricted Fund Balance represents amounts that are subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations, or may be imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget or resolution. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the District itself.

Unassigned Fund Balance represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

i. Minimum Fund Balance Policy

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce the service levels because of temporary revenue shortfalls or unpredicted expenses. The District's minimum fund balance policy requires a reserve for economic uncertainties, consisting of unassigned amounts equal to 3% of the general fund operating expenses and other financing uses.

j. Deferred Inflows and Deferred Outflows of Resources

Deferred outflows of resources is a consumption of net position that is applicable to a future reporting period. Deferred inflows of resources is an acquisition of net position that is applicable to a future reporting period. Deferred outflows of resources and deferred inflows of resources are recorded in accordance with GASB Statement numbers 63 and 65.

k. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources relating to pension, deferred inflows of resources relating to pension, pension expense, information about the fiduciary net position of the CalPERS Schools Pool Cost-Sharing Multiple-Employer Plan (CalPERS Plan) and CalSTRS Schools Pool Cost-Sharing Multiple Employer Plan (CalSTRS Plan), and additions to/deductions from the CalPERS Plan and CalSTRS Plan fiduciary net positions have been determined on the same basis as they are reported by the CalPERS Financial Office and CalSTRS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain timeframes. For this report, the following time frames are used:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Measurement Period	July 1, 2021 to June 30, 2022

l. Postemployment Benefits Other than Pensions (OPEB)

For purposes of measuring the total OPEB liability, deferred outflows of resources related to OPEB and deferred inflows of resources related to OPEB, and OPEB expense have been determined by an independent actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms.

Generally accepted accounting principles require the reported results must pertain to liability and asset information within certain defined timeframes. For this report the following timeframes are used:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Measurement Period	July 1, 2021 to June 30, 2022

9. Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County Auditor-Controller bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

10. Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

11. Fair Value Measurements

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles as defined by Governmental Accounting Standards Board (GASB) Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy is detailed as follows:

Level 1 Inputs:	Quoted prices (unadjusted) in active markets for identical assets or liabilities that a government can access at the measurement date.
Level 2 Inputs:	Inputs other than quoted prices included within Level 1 that are observable for an asset or liability, either directly or indirectly.
Level 3 Inputs:	Unobservable inputs to an asset or liability.

12. New Accounting Pronouncements

The District has adopted accounting policies compliant with new pronouncements issued by the Government Accounting Standards Board (GASB) that are effective for the fiscal year ended June 30, 2023. Those newly implemented pronouncements are as follows:

Description	Date Issued
GASB Statement 91, Conduit Debt Obligations	05/2019
GASB Statement 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements	03/2020
GASB Statement 96, Subscription Based Information Technology Arrangements	05/2020
GASB Statement 99, Omnibus 2022 (Portions related to leases, PPPs, and SBITAs)	04/2022
GASB Implementation Guide 2021-1, Implementation Guidance Update - 2021 (Except Question 5.1)	05/2021

Implementation of these standards did not result in any changes to financial accounting or reporting for the District.

B. Compliance and Accountability

1. Finance Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures", violations of finance-related legal and contractual provisions, if any are reported below, along with actions taken to address such violations:

Violation	Action Taken
None Reported	Not Applicable

2. Deficit Fund Balance or Fund Net Position of Individual Funds

The following funds are funds having deficit fund balances or fund net position at year end, if any, along with remarks which address such deficits:

Fund Name	Deficit Amount	Remarks
None	Not Applicable	Not Applicable

C. Fair Value Measurements

The District's investments at June 30, 2023, categorized within the fair value hierarchy established by generally accepted accounting principles, were as follows:

		Fair Value Measurement Using		
	Amount	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
External investment pools measured at fair value				
San Diego County Treasury	$ 75,035,634	$ -	$ 75,035,634	$ -
Total investments by fair value level	$ 75,035,634	$ -	$ 75,035,634	$ -
Total investments by fair value level				
Money Market Funds	$ 1,590,222	$ 1,590,222	$ -	$ -
Total investments by fair value level	$ 1,590,222	$ 1,590,222	$ -	$ -

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code §41001). The fair value of the District's investments in the pool is reported in the accounting financial statements as amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

The San Diego County Treasury is not registered with the Securities and Exchange Commission (SEC) as an investment company; however, the County Treasury acts in accordance with investment policies monitored by a Treasury Oversight Committee consisting of members appointed by participants in the investment pool and up to five members of the public having expertise, or an academic background in, public finance. In addition, the County Treasury is audited annually by an independent auditor.

D. Cash and Investments

As of June 30, 2023, the District held the following cash and cash equivalents:

	General Fund	Building Fund	Bond Interest & Redemption Fund	Blended Component Units (CFD & PFA) Capital Projects Fund	Blended Component Units (CFD & PFA) Debt Service Fund	Nonmajor Governmental Funds	Total
Cash in County Treasury	$ 25,963,819	$ 19,432,353	$ 10,959,526	$ 3,623,411	$ -	$ 17,160,523	$ 77,139,632
FMV Adjustment	(708,168)	(530,021)	(298,923)	(98,829)	-	(468,057)	(2,103,998)
Revolving Cash	88,433	-	-	-	-	-	88,433
Cash in Bank	24,415	-	-	-	-	32,387	56,802
Cash with Fiscal Agent	-	-	-	1,590,222	-		1,590,222
Total	$ 25,368,499	$ 18,902,332	$ 10,660,603	$ 5,114,804	$ -	$ 16,724,853	$ 76,771,091

1. Cash in County Treasury

In accordance with Education Code §41001, the District maintains substantially all of its cash in the San Diego County Treasury as part of the common investment pool ($77,139,632 as of June 30, 2023). The fair value of the District's portion of this pool as of that date, as provided by the pool sponsor, was $75,035,634. Assumptions made in determining the fair value of the pooled investment portfolios are available from the County Treasurer.

2. Cash on Hand, In Banks, and in Revolving Fund

Cash balances on hand and in banks ($56,802 as of June 30, 2023) and in revolving fund ($88,433 as of June 30, 2023) are insured up to $250,000 by the Federal Depository Insurance Corporation (FDIC).

3. Cash with Fiscal Agents

The District's cash with fiscal agents at June 30, 2023 are shown below:

Investment or Investment Type	Maturity	Fair Value
U.S. Money Market Funds	< 30 days	$ 1,590,222

4. Investments Authorized by the California Government Code and the District's Investment Policy

The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 Years	None	None
Registered State Bonds, Notes, Warrants	5 Years	None	None
U.S. Treasury Obligations	5 Years	None	None
U.S. Agency Securities	5 Years	None	None
Banker's Acceptance	180 Days	40%	30%
Commercial Paper	270 Days	25%	10%
Negotiable Certificates of Deposit	5 Years	30%	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements	92 Days	20% of Base	None
Medium-Term Corporate notes	5 Years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 Years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

5. Analysis of Specific Deposit and Investment Risks

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

a. Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The county treasury is restricted by Government Code §53635 pursuant to §53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by recognized rating agencies are designed to give an indication of risk.

At June 30, 2023, credit risk for the District's investments was as follows:

Investment Type	Rating	Rating Agency	Amount
County Treasurer's Investment Pool	Unrated	Not Applicable	$ 75,035,634
Money Market Funds	Unrated	Not Applicable	1,590,222

b. Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the District's name.

At June 30, 2023, the District's bank balances, including revolving cash, did not exceed FDIC insurance limitations and as such the District was not exposed to custodial credit risk.

c. Concentration of Credit Risk

This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. Investments in any one issuer that represent five percent or more of the total investments are either an external investment pool and are therefore exempt. As such, the District was not exposed to concentration of credit risk.

d. Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District maintains pooled investments with the San Diego County Treasury with a fair value of $75,035,634. The average weighted maturity for this pool was 438 days at June 30, 2023.

e. Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

6. Investment Accounting Policy

The District is required by GASB Statement No. 31 to disclose its policy for determining which investments, if any, are reported at amortized cost. The District's general policy is to report money market investments and short-term participating interest-earning investment contracts at amortized cost and to report nonparticipating interest-earning investment contracts using a cost-based measure. However, if the fair value of an investment is significantly affected by the impairment of the credit standing of the issuer or by other factors, it is reported at fair value. All other investments are reported at fair value unless a legal contract exists which guarantees a higher value. The term "short-term" refers to investments which have a remaining term of one year or less at time of purchase. The term "nonparticipating" means that the investment's value does not vary with market interest rate changes. Nonnegotiable certificates of deposit are examples of nonparticipating interest-earning investment contracts.

The District's investments in external investment pools are reported at an amount determined by the fair value per share of the pool's underlying portfolio, unless the pool is a 2a7-like, in which case they are reported at share value. A 2a7-like pool is one which is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940.

E. Accounts Receivable

There are no significant receivables which are not scheduled for collection within one year of year end. Accounts receivable balances as of June 30, 2023, consisted of:

	General Fund	Nonmajor Governmental Funds	Total
Federal Government:			
Special Education	$ 1,174,680	$ -	$ 1,174,680
EPA	208,650	-	208,650
Title IV	52,603	-	52,603
ESSER	3,143,934	-	3,143,934
ELO Grant	945,918	-	945,918
Head Start	-	39,017	39,017
American Rescue Plan	15,608	-	15,608
Child Nutrition	-	612,842	612,842
State Government:			
LCFF State Aid	397,528	-	397,528
Lottery	251,754	-	251,754
Special Education	34,667	-	34,667
Child Development	-	11,354	11,354
State Mental Health	42,855	-	42,855
Discretionary Block Grant	1,126,583	-	1,126,583
Child Nutrition	-	366,552	366,552
Other State Programs	-	-	-
Local Sources			
Interest	4,347	870	5,217
ASES	719,905	-	719,905
Other Local Sources	-	71,926	71,926
Total Accounts Receivable	$ 8,119,032	$ 1,102,561	$ 9,221,593

F. Capital Assets, Lease Assets, and Subscription Assets

Capital asset, lease asset, and subscription asset activity for the year ended June 30, 2023, was as follows:

Governmental activities:	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets not being depreciated:				
Land	$ 45,896,267	$ -	$ -	$ 45,896,267
Work in progress	1,085,876	5,082,685	-	6,168,561
Total capital assets not being depreciated	46,982,143	5,082,685	-	52,064,828
Capital assets being depreciated:				
Land improvements	19,923,026	-	-	19,923,026
Buildings and improvements	134,727,997	-	-	134,727,997
Equipment	3,562,985	745,748	-	4,308,733
Total capital assets being depreciated	158,214,008	745,748	-	158,959,756
Less accumulated depreciation for:				
Land improvements	(17,150,420)	(416,989)	-	(17,567,409)
Buildings and improvements	(54,447,636)	(3,797,469)	-	(58,245,105)
Equipment	(3,000,324)	(114,002)	-	(3,114,326)
Total accumulated depreciation	(74,598,380)	(4,328,460)	-	(78,926,840)
Total capital assets, net	130,597,771	1,499,973	-	132,097,744
Lease assets				
Equipment	131,769	-	-	131,769
Less accumulated amortization	(43,247)	(43,247)	-	(86,494)
Total lease assets, net	88,522	(43,247)	-	45,275
Subscription assets				
Software subscriptions	-	845,500	-	845,500
Less accumulated amortization	-	(290,476)	-	(290,476)
Total subscription assets, net	-	555,024	-	555,024
Total capital lease, and subscription assets, net	$ 130,686,293	$ 2,011,750	$ -	$ 132,698,043

Depreciation and amortization were charged to functions as follows:

	Depreciation By Function	Amortization By Function
Instruction	$ 3,178,214	$ 290,476
Instruction Related	630,511	-
Pupil Services	444,746	-
Ancillary Services	6,467	-
General Administration	41,150	43,247
Plant Services	27,372	-
	$ 4,328,460	$ 333,723

G. Interfund Balances & Activities

1. Due To and From Other Funds

Balances due to and due from other funds at June 30, 2023 consisted of the following:

Interfund Receivable (Due From Other Funds)	Interfund Payable (Due To Other Funds)	Amount	Purpose
General Fund	Building Fund	$ 13,872	Reimburse expenditures
General Fund	Capital Project Fund	40,000	Reimburse expenditures
General Fund	Nonmajor Governmental Funds	1,479,077	Indirect costs and expenditure reimbursement
Building Fund	General Fund	13,858	Reimburse expenditures
Nonmajor Governmental Funds	General Fund	81,824	Reimburse expenditures
	Total	$ 1,628,631	

2. Transfers To and From Other Funds

Transfers to and from other funds at June 30, 2023, consisted of the following:

Transfers In	Transfers Out	Amount	Purpose
Debt Service Fund	Capital Project Fund	$ 2,902,537	Debt Service Expenditures
Nonmajor Governmental Funds	Nonmajor Governmental funds	6,248,244	Capital Projects Expenditures
	Total	$ 9,150,781	

H. Accounts Payable

Accounts payable balances as of June 30, 2023 consisted of:

	General Fund	Building Fund	Nonmajor Governmental Funds	Total
Vendors Payable	$ 885,427	$ 1,971,064	$ 964	$ 2,857,455
Payroll and Benefits	1,170,271	-	65,857	1,236,128
Other	358,341	-	-	358,341
LCFF Repayment	1,081,557	-	-	1,081,557
Total accounts payable	$ 3,495,596	$ 1,971,064	$ 66,821	$ 5,533,481

I. Unearned Revenue

Unearned revenue balances as of June 30, 2023 consisted of:

	General Fund	Non Major Governmental Funds	Total
Federal Programs			
Title III Immigrant Education	$ 1,305,876	$ -	$ 1,305,876
ESSA School Improvement	44,460	-	44,460
ELO GEER II	34,915	-	34,915
Special Education	28,948	-	28,948
Title II Supporting Effective Inst.	154,810	-	154,810
Title IV Student Support	100,030	-	100,030
Title III Immigrant Student	6,420	-	6,420
Title III English Learner	196,261	-	196,261
ESSA Education for Homeless	130,945	-	130,945
American Rescue Plan	11,468	-	11,468
Head Start	-	284,419	284,419
Child Nutrition	-	11,596	11,596
State Programs			
Universal PreKinder Grant	465,861	-	465,861
Local Programs			
Child Development	-	74,033	74,033
CalSHAPE Grant	173,814	-	173,814
Total Unearned Revenue	$ 2,653,808	$ 370,048	$ 3,023,856

J. Short Term Debt Activity

The District accounts for short-term debts for maintenance purposes through the General Fund. The proceeds from loans are shown in the financial statements as other financing sources. The District did not issue any short-term debt during the current fiscal year.

K. Fund Balance Classifications of the Governmental Funds

Ending fund balance classifications of the governmental funds for the year ended June 30, 2023 consisted of:

	General Fund	Building Fund	Bond Interest & Redemption Fund	Blended Component Units (CFD & PFA) Capital Projects Fund	Blended Component Units (CFD & PFA) Debt Service Fund	Nonmajor Governmental Funds	Total
Nonspendable Fund Balance							
Revolving Cash	$ 88,433	$ -	$ -	$ -	$ -	$ -	$ 88,433
Stores	-	-	-	-	-	38,258	38,258
Total Nonspendable Fund Balance	88,433	-	-	-	-	38,258	126,691
Restricted Fund Balance							
Capital Projects	-	16,931,254	-	5,074,804	-	13,513,804	35,519,862
Debt Service	-	-	10,660,603	-	-	-	10,660,603
Educational Programs	20,384,846	-	-	-	-	399,172	20,784,018
Child Nutrition	221,522	-	-	-	-	2,048,931	2,270,453
Associated Student Body	-	-	-	-	-	31,385	31,385
Restricted Maintenance	1,057,264	-	-	-	-	-	1,057,264
Other Purposes	3,589,082	-	-	-	-	-	3,589,082
Total Restricted Fund Balance	25,252,714	16,931,254	10,660,603	5,074,804	-	15,993,292	73,912,667
Assigned Fund Balance							
Educational Programs	40,541	-	-	-	-	-	40,541
ADA Overstatement Repayment	896,816	-	-	-	-	-	896,816
Total Assigned Fund Balance	937,357	-	-	-	-	-	937,357
Unassigned Fund Balance							
For Economic Uncertanties	2,496,890	-	-	-	-	-	2,496,890
Total Unassigned Fund Balance	2,496,890	-	-	-	-	-	2,496,890
Total Fund Balance	$ 28,775,394	$ 16,931,254	$ 10,660,603	$ 5,074,804	$ -	$ 16,031,550	$ 77,473,605

L. Long Term Obligations

1. Long-Term Obligation Activity

Long-term obligations include debt and other long-term liabilities. Changes in long-term obligations for the year ended June 30, 2023, are as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities:					
General Obligation Bonds	$ 139,506,092	$ -	$ 7,740,024	$ 131,766,068	$ 6,038,132
Bond Premiums	5,688,502	-	281,614	5,406,888	214,436
Accreted Interest	67,667,006	8,520,161	1,804,976	74,382,191	1,996,868
Total GO Bonds	212,861,600	8,520,161	9,826,614	211,555,147	8,249,436
Certificates of Participation	36,230,000	-	1,740,000	34,490,000	1,835,000
COPS Premiums	2,455,627	-	123,164	2,332,463	320,844
Total Certificates of Participation	38,685,627	-	1,863,164	36,822,463	2,155,844
Leases Payable	90,060	-	44,526	45,534	39,322
Subscriptions Payable	-	845,500	260,841	584,659	288,151
Principal Apportionment Plan	1,351,947	-	270,390	1,081,557	270,390
Total OPEB Liability*	18,578,137	-	2,033,785	16,544,352	545,600
Net Pension Liability*	33,290,775	19,175,109	-	52,465,884	-
Compensated Absences*	634,698	-	194,166	440,532	440,532
Total Governmental Activities	$ 305,492,844	$ 28,540,770	$ 14,493,486	$ 319,540,128	$ 11,989,275

*Other long-term liabilities

- Payments for general obligation bonds are made from the bond interest and redemption fund.
- Payments for certificates of participation are made from the debt service fund for blended component units.
- Payments for leases payable are made from the general fund.
- Payments for subscriptions payable are made from the general fund.
- Payments for pension contributions are made from the general fund.
- Payments for OPEB contributions are made from the general fund.
- Payments for compensated absences are made from the general fund.

2. General Obligation Bonds

The District's bonded debt consists of various issues of general obligation bonds that are generally callable with interest payable semiannually. Bond proceeds pay primarily for acquiring or constructing capital facilities. The District repays general obligation bonds from voter-approved property taxes.

In 1997, registered voters authorized the issuance of $250,000,000 principal amount of general obligation bonds. Of the amounts originally authorized, $108,487,391 were not issued.

On March 3, 2020, registered voters approved Measure U authorizing the issuance of $55,500,000 in bonds to replace the bonds previously authorized in 1997. Of the amounts authorized under Measure U, $35,500,000 remains unissued.

On March 3, 2020, registered voters approved Measure T authorizing the issuance of $52,985,000 in general obligation bonds. Of the amounts authorized under Measure T, $37,155,000 remains unissued.

General obligation bonds at June 30, 2023 consisted of the following:

	Date of Issue	Interest Rate	Maturity Date	Amount of Original Issue
1997 Election, Series D	02/01/05	3.00-4.25%	08/01/29	$ 24,619,362
1997 Election, Series E	11/15/07	4.00-5.00%	08/01/32	33,952,740
1997 Election, Series F	06/28/11	2.00-10.90%	08/01/50	17,599,623
1997 Election, Series G	05/31/12	5.45-12.00%	08/01/41	28,990,884
2012 Refunding Bonds	06/27/12	0.50-5.00%	08/01/29	29,860,000
2015 Refunding Bonds	06/03/15	2.00-5.43%	08/01/48	45,643,442
2020 Series A, Measure U	09/03/20	3.00-4.00%	08/01/45	20,000,000
2020 Series A, Measure T	09/03/20	0.37-2.97%	08/01/45	15,830,000
Total GO Bonds				$ 216,496,051

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
1997 Election, Series D					
Principal	$ 11,333,323	$ -	$ 1,330,024	$ 10,003,299	$ 1,333,132
Premium	273,584	-	32,106	241,478	32,182
Accreted Interest	16,044,351	1,382,950	1,804,976	15,622,325	1,996,868
1997 Election, Series E					
Principal	14,137,741	-	-	14,137,741	-
Premium	301,361	-	-	301,361	-
Accreted Interest	15,122,979	1,542,821	-	16,665,800	-
1997 Election, Series F					
Principal	580,702	-	-	580,702	-
Premium	35,967	-	-	35,967	-
Accreted Interest	1,206,716	200,222	-	1,406,938	-
1997 Election, Series G					
Principal	28,990,884	-	-	28,990,884	-
Premium	925,828	-	-	925,828	-
Accreted Interest	20,947,313	2,899,918	-	23,847,231	-
2012 Refunding Bonds					
Principal	11,185,000	-	1,525,000	9,660,000	1,665,000
Premium	699,519	-	95,375	604,144	103,505
2015 Refunding Bonds					
Principal	40,188,442	-	1,860,000	38,328,442	2,030,000
Premium	1,182,435	-	54,725	1,127,710	59,727
Accreted Interest	14,345,647	2,494,250	-	16,839,897	-
2020 Series A, Measure U					
Principal	18,495,000	-	1,690,000	16,805,000	810,000
Premium	2,269,808	-	99,408	2,170,400	19,022
2020 Series A, Measure T					
Principal	14,595,000	-	1,335,000	13,260,000	200,000
Total GO Bonds	$ 212,861,600	$ 8,520,161	$ 9,826,614	$ 211,555,147	$ 8,249,436

The annual requirements to amortize the bonds outstanding at June 30, 2023 are as follows:

Year Ended June 30,	Principal	Interest	Accreted Interest	Total
2024	$ 6,028,132	$ 1,625,783	$ 1,996,868	$ 9,650,783
2025	5,706,776	1,426,932	2,283,224	9,416,932
2026	6,216,794	1,237,423	2,418,206	9,872,423
2027	4,373,112	1,111,643	5,186,888	10,671,643
2028	4,485,327	1,058,758	5,644,673	11,188,758
2029-2033	20,642,397	4,518,212	36,047,603	61,208,212
2034-2038	24,101,382	3,609,085	47,083,618	74,794,085
2039-2043	25,618,475	2,244,988	67,656,525	95,519,988
2044-2048	30,225,775	419,288	88,929,225	119,574,288
2049-2053	4,367,898	-	21,447,102	25,815,000
Total	$ 131,766,068	$ 17,252,112	$ 278,693,932	$ 427,712,112

Amounts represented in the repayment schedule for accreted interest are reflective of 100% of amounts to be repaid. Amounts represented as accreted interest in the debt summary are reflective of amounts that have accrued as of June 30, 2023.

Accreted interest is the process of systematically increasing the carrying amount of capital appreciation bonds to their estimated value at the maturity date of the bond. The District imputes the effective interest rate, using the present value, the face value, and the period of the bond and multiplies the effective interest rate by the book value of the debt at the end of the period.

Premium

Bond premium arises when the market rate of interest is higher than the stated interest rate on the bond. Generally Accepted Accounting Principles (GAAP) require that the premium increase the face value of the bond and then amortize the premium over the life of the bond.

Effective interest on general obligation bonds issued at a premium are as follows:

	1997 Series D	1997 Series E	1997 Series F	1997 Series G
Total Interest Payments on Bonds	$ 30,814,643	$ 43,043,707	$ 213,389,044	$ 88,034,116
Less Bond Premium	(594,306)	(723,738)	(1,090,083)	(925,828)
Net Interest Payments	$ 30,220,337	$ 42,319,969	$ 212,298,961	$ 87,108,288
Par Amount of Bonds	24,619,362	33,952,740	17,599,623	28,990,884
Periods	25	25	39	30
Effective Interest Rate	4.91%	4.99%	30.93%	10.02%

	2012 Refunding Bonds	2015 Refunding Bonds	2020 Series A, Measure U	2020 Series A, Measure T
Total Interest Payments on Bonds	$ 9,538,616	$ 128,956,075	$ 11,487,125	$ 6,228,183
Less Bond Premium	(1,867,466)	(1,342,933)	(2,454,509)	-
Net Interest Payments	$ 7,671,150	$ 127,613,142	$ 9,032,616	$ 6,228,183
Par Amount of Bonds	29,860,000	45,643,442	20,000,000	15,830,000
Periods	18	34	25	25
Effective Interest Rate	1.43%	8.22%	1.81%	1.57%

3. Certificates of Participation

The District's certificates of participation (COPs) consist of various issues of COPs that are generally callable with interest payable semiannually. COPs proceeds pay primarily for acquiring or constructing capital facilities. The District repays COPs from the debt service fund for component units. The debt is secured by facilities owned by the District.

Certificates of participation issued by the District as of June 30, 2023 consisted of the following:

	Date of Issue	Interest Rate	Maturity Date	Amount of Original Issue
2015 Refunding COPS	08/18/15	1.75-5.00%	09/01/34	$ 21,585,000
2016 Refunding COPS	09/29/16	2.00-4.00%	09/01/35	6,505,000
2021 COPS	04/08/21	2.00-4.00%	09/01/50	16,455,000
Total COPs				$ 44,545,000

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
2015 Refunding COPS					
Principal	$ 14,585,000	$ -	$ 1,165,000	$ 13,420,000	$ 1,230,000
Premium	1,053,299	-	84,134	969,165	88,828
2016 Refunding COPS					
Principal	5,855,000	-	185,000	5,670,000	195,000
Premium	636,959	-	20,126	616,833	212,143
2021 COPS					
Principal	15,790,000	-	390,000	15,400,000	410,000
Premium	765,369	-	18,904	746,465	19,873
Total COPs	$ 38,685,627	$ -	$ 1,863,164	$ 36,822,463	$ 2,155,844

The annual requirements to amortize the certificates of participation at June 30, 2023 are as follows:

Year Ended June 30,	Principal	Interest	Total
2024	$ 1,835,000	$ 1,266,568	$ 3,101,568
2025	1,835,000	1,190,000	3,025,000
2026	1,740,000	1,117,193	2,857,193
2027	1,795,000	1,046,543	2,841,543
2028	1,935,000	983,056	2,918,056
2029-2033	10,895,000	2,242,743	13,137,743
2034-2038	7,955,000	665,493	8,620,493
2039-2043	3,320,000	374,818	3,694,818
2044-2048	2,575,000	363,918	2,938,918
2049-2053	605,000	353,018	958,018
Total	$ 34,490,000	$ 9,603,350	$ 44,093,350

Premium

COPs premium arises when the market rate of interest is higher than the stated interest rate on the certificates. Generally Accepted Accounting Principles (GAAP) require that the premium increase the face value of the certificates and then amortize the premium over the life of the certificates.

Effective interest on certificates of participation issued at a premium are as follows:

	2015 Refunding COPs	2016 Refunding COPs	2021 COPS
Total Interest Payments on COPs	$ 9,324,060	$ 3,376,150	$ 6,060,569
Less COPS Premium	(1,558,824)	(707,671)	(797,602)
Net Interest Payments	$ 7,765,236	$ 2,668,479	$ 5,262,967
Par Amount of COPs	21,585,000	6,505,000	16,455,000
Periods	20	21	30
Effective Interest Rate	1.80%	1.95%	1.07%

4. Leases Payable

The District has entered into three lease agreements for the right to use equipment. The Print Shop lease agreement calls for monthly payments of $2,732 for 36 months commencing July 1, 2021 and ending June 30, 2024. The Sunset lease calls for monthly payments of $516 for 38 months commencing July 1, 2021 and ending August 31, 2024. The San Ysidro Middle School lease calls for monthly payments of $557 for 38 months commencing July 1, 2021 and ending on August 31, 2024. The leases have been discounted to present value at an imputed rate of 3.50%.

Future payments on leases payable are as follows:

Year Ended June 30,	Principal	Interest	Total
2024	$ 39,322	$ 926	$ 40,248
2025	6,212	10	6,222
Total	$ 45,534	$ 936	$ 46,470

5. Principal Apportionment Repayment Plan

In October 2019, the California Department of Education approved the request for a repayment plan to resolve the impact and overstatement of principal apportionment for the 2016-17 fiscal year as a result of the overstated attendance finding which was documented in the 2015-16 audit report. After legal involvement and review, the District and the California Department of Education have agreed on the liability of $2,163,117 to be repaid in eight annual installments consisting of seven annual installments of $270,390 each with a final installment of $270,387.

Annual installments will be withheld from principal apportionment paid to the District each year, beginning with the 2019-20 First Principal Apportionment until the full liability is satisfied. Interest on the outstanding balance of the repayment will be calculated at the rate earned on the state's short term pooled money investment account. Any interest accrued during the year will be calculated and withheld from the Second Principal Apportionment, beginning in 2021-22 until all interest charges are satisfied.

The repayment plan for the liability is as follows:

Year Ended June 30,	2016-17 Apportionment Repayments
2024	$ 270,390
2025	270,390
2026	270,390
2027	270,387
Totals	$ 1,081,557

6. Subscription Liabilities

The District entered into agreements with various companies subscribing to use of software for specified terms. Ten of the agreements resulted in subscription liabilities as defined by GASB Statement No. 96. Interest was imputed at a rate of 10% for the subscriptions.

Future payments on the subscriptions are as follows:

Year Ended June 30,	Principal	Interest	Total
2024	$ 288,151	$ 45,496	$ 333,647
2025	277,908	17,145	295,053
2026	8,834	1,462	10,296
2027	9,766	536	10,302
Total	$ 584,659	$ 64,639	$ 649,298

7. Limited Tax Obligation Bonds

On April 8, 2021, the District issued limited tax obligation bonds between the Community Facilities District (CFD) and the Public Financing Authority (PFA) for the purpose of repaying the 2021 COPs issued. Principal and interest payments are made from the CFD to the PFA semi-annually. The issuance results in both a debt to the CFD and a receivable to the PFA as follows:

	Date of Issue	Interest Rate	Maturity Date	Amount of Original Issue
2021 Limited Obligation Bonds - CFD	04/08/21	2.00-4.00%	09/01/50	$ 16,455,000
2021 Limited Obligation Receivable - PFA	04/08/21	2.00-4.00%	09/01/50	(16,455,000)
Total Limited Obligation Bonds				$ -

	Beginning Balance	Increases	Decreases	Ending Balance
2021 Limited Obligation Bonds - CFD				
Principal	$ 15,790,000	$ -	$ 390,000	$ 15,400,000
Premium	765,369	-	18,904	746,465
2021 Limited Obligation Receivable - PFA				
Principal	(15,790,000)	-	(390,000)	(15,400,000)
Premium	(765,369)	-	(18,904)	(746,465)
Total Limited Obligation Bonds	$ -	$ -	$ -	$ -

Repayments of the limited obligation bonds are scheduled as follows:

Year Ended June 30,	CFD Principal	CFD Interest	PFA Receivable	Total
2024	$ 410,000	$ 438,818	$ (848,818)	$ -
2025	435,000	421,918	(856,918)	-
2026	450,000	404,218	(854,218)	-
2027	510,000	385,018	(895,018)	-
2028	545,000	363,918	(908,918)	-
2029-2033	3,055,000	1,468,590	(4,523,590)	-
2034-2038	3,495,000	966,320	(4,461,320)	-
2039-2043	3,320,000	55,361	(3,375,361)	-
2044-2048	2,575,000	226,328	(2,801,328)	-
2049-2053	605,000	13,120	(618,120)	-
Total	$ 15,400,000	$ 4,743,609	$ (20,143,609)	$ -

8. Compensated Absences

   Total unpaid employee compensated absences as of June 30, 2023 amounted to $440,532. This amount is included as part of long-term liabilities in the government-wide financial statements.

9. Net Pension Liability

   The District's beginning net pension liability was $33,290,775 and increased by $19,175,109 during the year ended June 30, 2023 for an ending net pension liability of $52,465,884. See Note M for additional information regarding the net pension liability.

10. Total OPEB Liability

    The District's beginning total OPEB liability was $18,578,137 and decreased by $2,033,785 during the year ended June 30, 2023 for an ending total OPEB liability of $16,544,352. See Note N for additional information regarding the total OPEB liability.

M. Pension Plans

1. General Information about the Pension Plans

   a. Plan Descriptions

   Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Local Government resolution. Support by the State for the CalSTRS plan is such that the plan has a special funding situation as defined by GASB Statement No. 68. CalSTRS and CalPERS issue publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on their respective websites.

   b. Benefits Paid

   CalSTRS and CalPERS provide service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at 62 for normal benefits or at age 55 with statutorily reduced benefits. Employees hired prior to January 1, 2013 are eligible to retire at age 60 for normal benefits or at age 55 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. All members are eligible for death benefits after one year of total service.

   The Plan's provisions and benefits in effect at June 30, 2023 are summarized as follows:

	CalSTRS	
	Before	After
Hire Date	Jan. 1, 2013	Jan. 1, 2013
Benefit Formula	2% at 60	2% at 62**
Benefit Vesting Schedule	5 Years	5 Years
Benefit Payments	Monthly for life	Monthly for life
Retirement Age	55-60	55-62
Monthly Benefits as a % of Eligible Compensation	1.1 - 2.4%	1.0 - 2.4%*
Required Employee Contribution Rates (2022-23)	10.250%	10.205%
Required Employer Contribution Rates (2022-23)	19.100%	19.100%
Required State Contribution Rates (2022-23)	10.828%	10.828%

*Amounts are limited to 120% of Social Security Wage Base.
**The contribution rate for CalSTRS 2% at 62 members is based, in part, on the normal cost of benefits and may increase or decrease in future years.

	CalPERS	
	Before	After
Hire Date	Jan. 1, 2013	Jan. 1, 2013
Benefit Formula	2% at 60	2% at 62**
Benefit Vesting Schedule	5 Years	5 Years
Benefit Payments	Monthly for life	Monthly for life
Retirement Age	50-62	52-67
Monthly Benefits as a % of Eligible Compensation	1.1 - 2.5%	1.0 - 2.5%*
Required Employee Contribution Rates (2022-23)	7.000%	8.000%
Required Employer Contribution Rates (2022-23)	25.370%	25.370%

*Amounts are limited to 120% of Social Security Wage Base
**The rate imposed on CalPERS 2% at 62 members is based on the normal cost of benefits.

c. Contributions

CalSTRS

For the fiscal year ended June 30, 2023, California Education Code §22950 requires members to contribute monthly to the system 10.205% (if hired on or after January 1, 2013) or 10.25% (if hired before January 1, 2013) of the creditable compensation upon which members' contributions under this part are based. In addition, the employer required rates established by the CalSTRS board have been established at 19.10% of creditable compensation for the fiscal year ended June 30, 2023. The CalSTRS Board has the authority to increase or decrease percentages paid specific to reflect the contribution required to eliminate by June 30, 2046, the remaining unfunded actuarial obligation with respect to service credited to members before July 1, 2014, as determined by the Board based upon a recommendation from its actuary. Those adjustments are limited to 1% annually, not to exceed 20.25% of creditable compensation.

CalPERS

California Public Employees' Retirement Law §20814(c) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. The CalPERS Board retains the authority to amend contribution rates. The total plan contributions are determined through CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of the employees. For the fiscal year ended June 30, 2023, the employee contribution rate was 7.00% for employees hired prior to January 1, 2013 and 8.00% for employees hired on or after January 1, 2013, and the employer contribution rate was 25.37% of covered payroll.

On Behalf Payments

Consistent with California Education Code §22955.1, the State of California makes contributions to CalSTRS on behalf of employees working for the District. For the fiscal year ended June 30, 2023 the State contributed 10.828% of salaries creditable to CalSTRS. Consistent with the requirements of generally accepted accounting principles, the District has recorded these contributions as revenue and expense in the fund financial statements (current financial resources measurement focus). The government-wide financial statements have recorded revenue and expense for pension expense paid on behalf of the District (economic resources measurement focus). Contributions reported for on behalf payments are based on the District's proportionate share of the States contribution for the fiscal year. Contributions made by the state on behalf of the District and the State's pension expense associated with District employees for the past three fiscal years are as follows:

	CalSTRS		
Year Ended June 30,	On Behalf Contribution Rate	On Behalf Contribution Amount	On Behalf Pension Expense
2021	10.328%	$ 2,416,053	$ 1,770,195
2022	10.828%	2,725,456	407,412
2023	10.828%	2,473,093	8,258,043

The State contributed an additional $297 Million to CalSTRS during the 2020-21 fiscal year as a continuing settlement associated with SB90.

d. Contributions Recognized

For the fiscal year ended June 30, 2023 (measurement period June 30, 2022), the contributions recognized for each plan were:

	Governmental Fund Financial Statements (Current Financial Resources Measurement Focus)		
	CalSTRS	CalPERS	Total
Contributions - Employer	$ 5,621,835	$ 2,978,227	$ 8,600,062
Contributions - State On Behalf Payments	2,473,093	-	2,473,093
Total Governmental Funds	$ 8,094,928	$ 2,978,227	$ 11,073,155

	Government-Wide Financial Statements (Economic Resources Measurement Focus)		
	CalSTRS	CalPERS	Total
Contributions - Employer	$ 4,347,406	$ 2,532,595	$ 6,880,001
Contributions - State On Behalf Payments	2,725,456	-	2,725,456
Total Government-Wide	$ 7,072,862	$ 2,532,595	$ 9,605,457

2. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2022 (measurement date) the District reported net pension liabilities for its proportionate share of the net pension liability of each plan as follows:

	Proportionate Share of the Net Pension Liability		
	CalSTRS	CalPERS	Total
Governmental Activities	$ 27,967,304	$ 24,498,580	$ 52,465,884

The District's net pension liability for each Plan is measured as the proportionate share of the total net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2022. The total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021 rolled forward to measurement date June 30, 2022 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, as actuarially determined.

The District's proportionate share of the net pension liability for each Plan as of June 30, 2022 and June 30, 2023 were as follows:

	CalSTRS			CalPERS
	District's Proportionate Share	State's Proportionate Share*	Total For District Employees	District's Proportionate Share
Governmental Activities				
Proportion June 30, 2022	0.039297%	0.025461%	0.064758%	0.075772%
Proportion June 30, 2023	0.040249%	0.024547%	0.064796%	0.071198%
Change in Proportion	0.000952%	-0.000914%	0.000038%	-0.004574%

*Represents State's Proportionate Share on behalf of District employees.

a. Pension Expense

	Governmental Activities		
	CalSTRS	CalPERS	Total
State On Behalf Pension Expense	$ 8,258,043	$ -	$ 8,258,043
Employer Contributions	5,621,835	2,978,227	8,600,062
Change In:			
Net Pension Liability	10,084,335	9,090,774	19,175,109
Deferred Outflows of Resources	(111,176)	(10,098,314)	(10,209,490)
Deferred Inflows of Resources	(14,032,825)	1,050,726	(12,982,099)
Total Pension Expense - Governmental	$ 9,820,212	$ 3,021,413	$ 12,841,625

b. Deferred Outflows and Inflows of Resources

At June 30, 2023, The District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources		
	CalSTRS	CalPERS	Total
Governmental Activities			
Contributions Subsequent to Measurement	$ 5,621,835	$ 2,978,227	$ 8,600,062
Experience Differences	20,691	118,343	139,034
Changes in Assumptions	1,093,498	1,812,266	2,905,764
Changes in Proportionate Share	665,691	255,712	921,403
Earnings Differences	-	2,618,503	2,618,503
Total Deferred Outflows of Resources	$ 7,401,715	$ 7,783,051	$ 15,184,766

	Deferred Inflows of Resources		
	CalSTRS	CalPERS	Total
Governmental Activities			
Experience Differences	$ 2,109,672	$ 611,018	$ 2,720,690
Changes in Proportionate Share	2,350,063	1,205,410	3,555,473
Earnings Differences	1,106,190	-	1,106,190
Total Deferred Inflows of Resources	$ 5,565,925	$ 1,816,428	$ 7,382,353

Pension contributions made subsequent to the measurement date reported as deferred outflows of resources will be recognized as a portion of pension expense in the year ended June 30, 2024. The remaining amounts reported as deferred outflows or deferred inflows of resources will be recognized as an increase or decrease to pension expense over a five-year period. Pension expense resulting from deferred outflows and deferred inflows of resources will be recognized as follows:

	Governmental Activities				
Year Ended	Deferred Outflows of Resources		Deferred Inflows of Resources		Net Effect
June 30,	CalSTRS	CalPERS	CalSTRS	CalPERS	on Expenses
2024	$ 6,879,186	$ 4,195,983	$ (2,555,742)	$ (668,522)	$ 7,850,905
2025	189,229	1,056,307	(2,650,160)	(593,757)	(1,998,381)
2026	189,230	766,945	(1,999,797)	(368,131)	(1,411,753)
2027	144,070	1,763,816	2,021,295	(186,018)	3,743,163
2028	-	-	(285,325)	-	(285,325)
Thereafter	-	-	(96,196)	-	(96,196)
Total	$ 7,401,715	$ 7,783,051	$ (5,565,925)	$ (1,816,428)	$ 7,802,413

c. Actuarial Assumptions

Total pension liabilities for the fiscal year ended June 30, 2023, were based on actuarial valuations determined using the following actuarial assumptions:

	CalSTRS	CalPERS
Fiscal Year	June 30, 2023	June 30, 2023
Measurement Date	June 30, 2022	June 30, 2022
Valuation Date	June 30, 2021	June 30, 2021
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Experience Study Period	2015 - 2018	2000 - 2019
Actuarial Assumptions:		
Discount Rate	7.10%	6.90%
Inflation	2.75%	2.30%
Payroll Growth	3.50%	(3)
Investment Rate of Return	7.00%	6.90%
Post Retirement Benefit Increase	(1)	(4)
Mortality	(2)	(5)

(1) CalSTRS post-retirement benefit increases assumed at 2% simple (annually) maintaining 85% purchasing power level.

(2) CalSTRS base mortality tables are custom tables derived to best fit the patterns of mortality among CalSTRS members. The projection scale was set to equal 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table issued by the Society of Actuaries.

(3) Varies by entry age and service.

(4) CalPERS post retirement benefit increases assumes 2.00% until PPPA floor on purchasing power applies, 2.50% thereafter.

(5) CalPERS mortality table was developed based on CalPERS specific data. The table includes 15 years of mortality improvement using the Society of Actuaries 90% of scale MP-2016. For more details on this table, please refer to the December 2021 experience study report (based on CalPERS demographic data from 2000 to 2019) that can be found on the CalPERS website.

d. Discount Rate

The discount rate used to measure the total pension liability was 7.10% for CalSTRS and 6.90% for CalPERS. The projection of cash flows used to determine the discount rates assumed the contributions from the plan members, employers, and state contributing agencies (where applicable) will be made at statutory contribution rates. To determine whether the District bond rate should be used in the calculation of a discount rate for each plan, CalSTRS and CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current discount rates are adequate, and the use of the discount bond rate calculations is not necessary for either plan. The stress test results are presented in detailed reports that can be obtained from CalPERS and CalSTRS respective websites.

The CalPERS discount rate was increased from 7.50% to 7.65% at measurement date June 30, 2015 (Fiscal year June 30, 2016) to correct for an adjustment to exclude administrative expenses. Subsequently CalPERS discount rate was decreased from 7.65% to 7.15% at measurement date June 30, 2017 (Fiscal year June 30, 2018) to adjust for changes resulting from actuarially determined amounts. Finally, the CalPERS discount rate was decreased from 7.15% to 6.90% at measurement date June 30, 2022 (fiscal year June 30, 2023) resulting from a new actuarial experience study completed.

The CalSTRS discount rate was adjusted from 7.60% to 7.10% for measurement date June 30, 2017 (Fiscal year June 30, 2018) to adjust for changes resulting from a new actuarial experience study.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The investment return assumption used in the accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. CalSTRS and CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

CalSTRS and CalPERS are scheduled to review actuarial assumptions as part of their regular Asset Liability Management (ALM) review cycle. CalSTRS completed their ALM November 2019 with new policies in effect on July 1, 2021. CalPERS completed their ALM in 2021 with new policies in effect on July 1, 2022. Both CalSTRS and CalPERS conduct new ALM's every 4 years.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalSTRS and CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and long-term (11-60 years) using a building block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest quarter of one percent.

The tables below reflect the long-term expected real rate of return by asset class. The rate of return was calculated using capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

CalSTRS

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return*
Public Equity	42.00%	4.75%
Private Equity	13.00%	6.25%
Real Estate	15.00%	3.55%
Inflation Sensitive	6.00%	3.25%
Fixed Income	12.00%	1.25%
Risk Mitigating Strategies	10.00%	1.75%
Cash/Liquidity	2.00%	-0.35%

*20 year average

CalPERS

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return*
Global Equity - cap weighted	30.00%	4.54%
Global Equity - non-cap weighted	12.00%	3.84%
Private Equity	13.00%	7.28%
Treasury	5.00%	0.27%
Mortgage-backed Securities	5.00%	0.50%
Investment Grade Corporates	10.00%	1.56%
High Yield	5.00%	2.27%
Emerging Market Debt	5.00%	2.48%
Private Debt	5.00%	3.57%
Real Assets	15.00%	3.21%
Leverage	-5.00%	-0.59%

*20 year average

e. Sensitivity to Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following represents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	CalSTRS	CalPERS
1% Decrease	6.10%	5.90%
Net Pension Liability	$ 47,499,052	$ 35,389,440
Current Discount Rate	7.10%	6.90%
Net Pension Liability	$ 27,967,304	$ 24,498,580
1% Increase	8.10%	7.90%
Net Pension Liability	$ 11,750,293	$ 15,497,685

1. Total Pension Liability, Pension Plan Fiduciary Net Position and Net Pension Liability

CalSTRS Governmental Activities

	Increase (Decrease)				
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)	State's Share of Net Pension Liability (c)	District's Share of Net Pension Liability (a) - (b) - (c)
Balance at June 30, 2022 (Previously Reported)	$ 230,409,395	$ 200,939,834	$ 29,469,561	$ 11,586,592	$ 17,882,969
Changes for the year					
Change in proportionate share	135,204	117,912	17,292	(415,937)	433,229
Service cost	4,973,093	-	4,973,093	1,883,982	3,089,111
Interest	16,326,000	-	16,326,000	6,184,862	10,141,138
Experience differences	(1,084,037)	-	(1,084,037)	(410,671)	(673,366)
Change in assumptions	-	-	-	-	-
Change in benefits	45,357	-	45,357	17,183	28,174
Contributions:					
Employer	-	4,225,578	(4,225,578)	(1,600,797)	(2,624,781)
Employee	-	2,635,594	(2,635,594)	(998,456)	(1,637,138)
State on behalf	-	2,773,245	(2,773,245)	(1,050,603)	(1,722,642)
Net investment income	-	(4,788,612)	4,788,612	1,814,094	2,974,518
Other income	-	84,361	(84,361)	(31,959)	(52,402)
Benefit payments[(1)]	(11,356,580)	(11,356,580)	-	-	-
Administrative expenses	-	(123,836)	123,836	46,913	76,923
Borrowing costs	-	(79,566)	79,566	30,142	49,424
Other expenses	-	(3,460)	3,460	1,313	2,147
Net changes	9,039,037	(6,515,364)	15,554,401	5,470,066	10,084,335
Balance at June 30, 2023	$ 239,448,432	$ 194,424,470	$ 45,023,962	$ 17,056,658	$ 27,967,304

(1) – Includes refunds of employee contributions

CalPERS Governmental Activities

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2022 (Previously Reported)	$ 80,968,056	$ 65,560,250	$ 15,407,806
Changes for the year			
Change in proportionate share	(4,887,661)	(3,957,564)	(930,097)
Service cost	1,769,499	-	1,769,499
Interest	5,294,154	-	5,294,154
Experience differences	(789,149)	-	(789,149)
Change in assumptions	2,437,185	-	2,437,185
Change in benefits	-	-	-
Contributions:			
Employer	-	2,532,589	(2,532,589)
Employee	-	786,197	(786,197)
Nonemployer	-	-	-
Net plan to plan resource movement	-	2	(2)
Net investment income	-	(4,589,737)	4,589,737
Benefit payments[(1)]	(3,772,609)	(3,772,609)	-
Administrative expenses	-	(38,233)	38,233
Other expenses	-	-	-
Net changes	51,419	(9,039,355)	9,090,774
Balance at June 30, 2023	$ 81,019,475	$ 56,520,895	$ 24,498,580

(1) – Includes refunds of employee contributions

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalSTRS and CalPERS financial reports available on their respective websites.

N. Postemployment Benefits Other than Pension Benefits (OPEB)

1. Plan Description

The District's defined benefit OPEB plan, San Ysidro School District Retiree Health Care Plan (the Plan) provides OPEB for retirees that meet eligibility requirements until age 65. Retirees in the plan are eligible for the same medical plans as active employees. The Plan is a single employer defined benefit OPEB plan administered by the District. Authority to establish and amend the benefit terms and financing requirements lie with the Districts governing board.

2. Benefits Provided

The following is a summary of the current retiree benefit plan:

Certificated Employees

The District provides retiree medical coverage for retirees only until the last day of the month in which the retiree attains age 65. Retirees pay 100% of the cost of any spouse and dependent coverage. Spouse and dependent coverage (except for COBRA) ceases upon the death of the retiree. The District does not provide any financial contribution to retiree medical coverage beyond age 65. Eligibility for retiree health coverage requires retirement on or after age 55 with at least 15 years of service with the District. The retiree pays 100% of the cost of coverage to continue dental, vision, and life benefits.

Classified Employees

The District provides retiree medical coverage for retirees only until the last day of the month in which the retiree attains age 65. The District will pay 50% of the cost of coverage if the retiree has 15 years of service retirement. The 50% amount increases by 10% for each additional year of service up to 100%. The retiree pays 100% of the cost of any spouse or dependent coverage. Spouse and dependent coverage (except for COBRA) ceases upon the death of the retiree. The District does not provide any financial contribution for retiree medical coverage beyond age 65. Eligibility for retiree health coverage requires retirement on or after age 55 with at least 15 years of service with the District. The retiree pays 100% of the cost of coverage to continue dental, vision, and life benefits.

Management, Confidential and Supervisory Employees

The District provides retiree medical coverage for retirees only until the last day of the month in which the retiree attains age 65. Retirees pay 100% of the cost of any spouse and dependent coverage. Spouse and dependent coverage (except for COBRA) ceases upon the death of the retiree. The District does not provide any financial contribution for retiree medical coverage beyond age 65. Eligibility for retiree health coverage requires retirement on or after age 55 with at least 15 years of service with the District. The retiree pays 100% of the cost of coverage to continue dental, vision, and life benefits.

Former Board Members

Former board members may continue health benefits at retirement on a self-pay basis. Former board members first elected to the governing board prior to January 1, 1995 and serving at least 12 years may receive a District contribution for retiree only coverage.

3. Contributions

The contribution requirements of plan members and the San Ysidro School District are established and may be amended by the San Ysidro School District through negotiations with bargaining units. No assets are accumulated in a trust that meets the criteria in Paragraph 4 of GASB Statement No. 75.

4. Plan Membership

Membership of the plan consisted of the following as of the June 30, 2021 valuation date, measured as of June 30, 2022 for fiscal year June 30, 2023:

Inactive plan members or beneficiaries currently receiving benefits	18
Inactive plan members entitled to but not yet receiving benefits	0
Active plan members	518
	536

5. Total OPEB Liability

The San Ysidro School District's total OPEB liability of $16,544,352 was measured as of June 30, 2022 and was determined by an actuarial valuation as of June 30, 2021.

6. Actuarial Assumptions and Other Inputs

The total OPEB liability in the actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement unless otherwise specified:

Economic assumptions:	
Inflation	2.80% per annum
Payroll growth	2.80% per annum, in aggregate
Discount rate	4.09%
Healthcare cost trend rates	6.75% decreasing to 4.50%
Retiree's share of costs	0.00%
Non-economic assumptions:	
Mortality	
Certificated	Most recent CalSTRS mortality tables
Classified	Most recent CalPERS mortality tables
Termination Rates:	
Certificated	Most recent CalSTRS termination rates
Classified	Most Recent CalPERS termination rates

The discount rate was based on the S&P Municipal Bond 20 Year High Grade Rate Index.

7. Changes in Total OPEB Liability

	Total OPEB Liability
Service cost	$ 1,098,870
Interest	426,027
Experience (Gains)/Losses	(653,904)
Changes of assumptions	(2,500,757)
Benefit payments	(449,870)
Other	45,849
Net change in Total OPEB Liability	(2,033,785)
Total OPEB Liability - Beginning	18,578,137
Total OPEB Liability - Ending	$ 16,544,352

8. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Plan, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease (3.09%)	Valuation Discount Rate (4.09%)	1% Increase (5.09%)
Total OPEB Liability	$ 17,834,314	$ 16,544,352	$ 15,322,131

9. Sensitivity of the Total OPEB Liability to Changes in Healthcare Cost Trend Rate

The following presents the total OPEB liability of the Plan, as well as what the District's total OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point lower or one percentage point higher than the current healthcare cost trend rate:

	1% Decrease	Healthcare Cost Trend Rate	1% Increase
	5.75% Decreasing to 3.50%	6.75% Decreasing to 4.50%	7.75% Decreasing to 5.50%
Total OPEB Liability	$ 14,662,135	$ 16,544,352	$ 18,741,656

10. OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources related to OPEB

For the fiscal year ended June 30, 2023, the District recognized OPEB expense of $1,484,953. At June 30, 2023 the District reported the following Deferred Outflows and Deferred Inflows of Resources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Experience (Gains)/Losses	$ 316,945	$ (1,327,225)
Changes of assumptions	922,221	(2,300,063)
Subsequent contributions	545,600	-
Total	$ 1,784,766	$ (3,627,288)

Amounts reported as deferred outflows and deferred inflows of resources will be recognized as an increase or decrease to OPEB expense over five to eight year periods. OPEB expense resulting from deferred outflows and deferred inflows of resources will be recognized as follows:

Year Ended June 30,	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Effect on OPEB Expense
2024	$ 768,444	$ (436,261)	$ 332,183
2025	222,844	(436,261)	(213,417)
2026	222,844	(436,257)	(213,413)
2027	222,844	(419,799)	(196,955)
2028	222,848	(419,799)	(196,951)
Thereafter	124,942	(1,478,911)	(1,353,969)
Total	$ 1,784,766	$ (3,627,288)	$ (1,842,522)

O. Risk Management

The District is exposed to risk of losses due to:

- Torts,
- Theft of, damage to, or destruction of assets,
- Business interruption,
- Errors or omissions,
- Job related illness or injuries to employees,
- Natural disasters,
- Other risks associated with public entity risk pools

Risk management is the process of managing the District's activities to minimize the adverse effects of these risks. The main element of risk management are risk control (to minimize the losses that strike an organization) and risk financing (to obtain finances to provide for or restore the economic damages of those losses). Risk financing techniques include risk retention, risk transfer to and from an insurer, and risk transfer to a non-insurer.

The District has implemented the risk financing technique of risk transfer to an insurer. The District has purchased property & liability insurance as well as workers compensation insurance to cover any losses resulting from the risks identified above.

There have been no significant changes in property and liability or workers compensation coverage during the current fiscal year.

P. Participation in Joint Powers Authorities

The District is a member of two joint powers agreements (JPA) entities, the San Diego County Schools Risk Management (SDCSRM) and the San Diego County Schools Fringe Benefits Consortium (SDCSFBC), for the operation of a common risk management and insurance programs for property and liability coverage, workers compensation, and other employee benefits. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage from coverage in the prior year.

These entities have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the District are included in these statements. Audited financial statements are available from the respective entities.

Q. Commitments and Contingencies

1. State and Federal Allowances, Awards, and Grants

   The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

2. Litigation

   The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District as of June 30, 2023.

3. Construction Commitments

   As of June 30, 2023, the District had the following commitments with respect to unfinished capital projects:

Construction in Process:	Commitment	Expected Date of Final Completion*
SYMS Modernization	$ 49,700,000	December 2027
Roofing Project	172,400	February 2024
Playground Project	2,300,000	March 2024
Willow Safety and Security	4,250,000	October 2024
Generator Project	10,000	August 2023
Sunset HVAC Project	100,000	February 2024
Sunset Bench Project	90,000	October 2023
Total	$ 56,622,400	

*Expected date of completion subject to change

R. Deferred Outflows of Resources

In accordance with GASB Statement No. 68 & 71, payments made subsequent to the pension plan measurement date and other items as outlined in the GASB pronouncement have been recorded as deferred outflows of resources.

In accordance with GASB Statement No. 75 certain items related to OPEB as identified in the GASB statement are recorded as deferred outflows of resources.

Refunding Bonds and COPs that resulted in a loss on refunding have recorded the loss as a deferred outflow of resources to be amortized over the life of the debt in accordance with GASB Statement No. 65.

Prepaid insurance on debt instruments has been recorded as a deferred outflow of resources to be amortized over the life of the debt in accordance with GASB Statement No 65.

A summary of the deferred outflows of resources as of June 30, 2023 is as follows:

Description	Beginning Balance	Increases	Decreases	Ending Balance
Refunding Losses				
2012 Refunding Bonds	$ 997,984	$ -	$ 124,747	$ 873,237
2015 Refunding Bonds	9,788,959	-	362,554	9,426,405
2021 Measure T Refunding	600,768	-	25,030	575,738
2015 Refunding COPs	749,502	-	57,653	691,849
2016 Refunding COPs	491,968	-	30,747	461,221
2021 Refunding COPs	1,386,120	-	57,761	1,328,359
Prepaid Debt Insurance	2,133,022	-	72,895	2,060,127
OPEB related	1,911,880	545,600	672,714	1,784,766
Pension related				
CalSTRS	7,290,539	6,055,064	5,943,888	7,401,715
CalPERS	(2,315,263)	14,234,488	4,136,174	7,783,051
Total Deferred Outflows of Resources	$ 23,035,479	$ 20,835,152	$ 11,484,163	$ 32,386,468

Future amortization of deferred outflows is as follows:

Year Ending June 30,	Refunding Losses	Prepaid Debt Insurance	Pension Related	OPEB Related	Total
2024	$ 658,491	$ 47,774	$ 11,075,169	$ 768,444	$ 12,549,878
2025	658,491	51,794	1,245,536	222,844	2,178,665
2026	658,491	54,149	956,175	222,844	1,891,659
2027	658,491	53,745	1,907,886	222,844	2,842,966
2028	658,491	56,947	-	222,848	938,286
Thereafter	10,064,354	1,795,718	-	124,942	11,985,014
Total	$ 13,356,809	$ 2,060,127	$ 15,184,766	$ 1,784,766	$ 32,386,468

S. Deferred Inflows of Resources

In accordance with GASB Statement No. 68 & 71, items as outlined in the GASB statement have been recorded as deferred inflows of resources.

In accordance with GASB Statement No. 75 certain items related to OPEB as identified in the GASB statement are recorded as deferred inflows of resources.

A summary of the deferred inflows of resources as of June 30, 2023 is as follows:

Description	Beginning Balance	Increases	Decreases	Ending Balance
OPEB related	$ 908,888	$ 3,154,661	$ 436,261	$ 3,627,288
Pension related				
CalSTRS	19,598,750	(11,128,446)	2,904,379	5,565,925
CalPERS	765,702	1,719,246	668,520	1,816,428
Total Deferred Inflows of Resources	$ 21,273,340	$ (6,254,539)	$ 4,009,160	$ 11,009,641

Future amortization of deferred inflows is as follows:

Year Ending June 30,	Pension Related	OPEB Related	Total
2024	$ 3,224,264	$ 436,261	$ 3,660,525
2025	3,243,917	436,261	3,680,178
2026	2,367,928	436,257	2,804,185
2027	(1,835,277)	419,799	(1,415,478)
2028	285,325	419,799	705,124
Thereafter	96,196	1,478,911	1,575,107
Total	$ 7,382,353	$ 3,627,288	$ 11,009,641

T. Upcoming Accounting Guidance

The Governmental Accounting Standards Board (GASB) issues pronouncements and additional guidance for governmental agencies to establish consistent accounting across all governments in the United States. The following table represents items that have been issued by GASB that will become effective in future periods:

Description	Date Issued	Fiscal Year Effective
GASB Statement 99, Omnibus 2022 (Portions related to financial guarantees and derivative instruments)	04/2022	2024-25
GASB Statement 100, Accounting Changes for Error Corrections	06/2022	2024-25
GASB Statement 101, Compensated Absences	06/2022	2024-25
GASB Implementation Guide 2021-1, Implementation Guidance Update - 2021 (Question 5.1)	05/2021	2024-25
GASB Implementation Guide 2023-1, Implementation Guidance Update - 2023	06/2023	2024-25

The effects of the upcoming guidance and pronouncements on the District's financial statements has not yet been determined.

Required Supplementary Information

San Ysidro School District

Budgetary Comparison Schedule – General Fund

For the Year Ended June 30, 2023

	Budgeted Amounts			Variance to Final Budget Positive (Negative)
	Original	Final	Actual	
Revenues				
LCFF Sources				
State Apportionment	$ 26,567,978	$ 26,684,539	$ 22,367,051	$ (4,317,488)
Education Protection Account	818,690	828,452	828,252	(200)
Property Taxes	25,339,424	27,480,026	31,805,952	4,325,926
Federal Revenue	5,884,689	15,439,022	11,827,249	(3,611,773)
Other State Revenue	8,869,338	20,628,022	21,341,865	713,843
Interest Income	65,000	65,000	354,294	289,294
FMV Adjustment	-	-	(296,100)	(296,100)
Other Local Revenue	4,077,543	4,679,488	5,454,344	774,856
Total Revenues	71,622,662	95,804,549	93,682,907	(2,121,642)
Expenditures				
Current Expenditures:				
Certificated Salaries	28,057,316	36,810,718	31,158,490	5,652,228
Classified Salaries	11,128,222	15,847,681	13,126,554	2,721,127
Employee Benefits	18,085,491	21,081,969	18,293,255	2,788,714
Books and Supplies	2,024,952	7,360,281	4,538,316	2,821,965
Services and Other Operating	12,275,152	20,666,602	12,107,875	8,558,727
Other Outgo	120,000	120,000	105,891	14,109
Direct Support/Indirect Costs	(181,622)	(153,705)	(151,581)	(2,124)
Capital Outlay	-	5,715,678	3,347,143	2,368,535
Debt Service				
Principal	271,000	271,000	372,736	(101,736)
Interest	-	-	93,451	(93,451)
Total Expenditures	71,780,511	107,720,224	82,992,130	24,728,094
Excess (Deficiency) of Revenues Over Expenditures	(157,849)	(11,915,675)	10,690,777	22,606,452
Other Financing Sources (Uses)				
Other Sources	-	-	845,500	845,500
Net Financing Sources (Uses)	-	-	845,500	845,500
Net Change in Fund Balance	(157,849)	(11,915,675)	11,536,277	23,451,952
Fund Balance - Beginning of Year	17,239,117	17,239,117	17,239,117	-
Fund Balance - End of Year	$ 17,081,268	$ 5,323,442	$ 28,775,394	$ 23,451,952

See Accompanying Notes to Required Supplementary Information

San Ysidro School District

Schedule of the District's Proportionate Share of the Net Pension Liability - CalSTRS

Last Ten Fiscal Years*

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
District's proportion of the net pension liability (asset)	0.0402%	0.0393%	0.0391%	0.0456%	0.0446%	0.0432%	0.0415%	0.0415%	0.0423%	N/A
District's proportionate share of the net pension liability (asset)	$ 27,967,304	$ 17,882,969	$ 37,856,551	$ 41,156,819	$ 40,962,948	$ 39,966,263	$ 33,537,341	$ 27,965,531	$ 24,714,443	N/A
State's proportionate share of the net pension liability (asset) associated with the District	17,056,658	13,259,436	26,910,878	21,804,471	22,991,514	23,686,041	20,756,543	15,969,232	12,924,473	N/A
Total	$ 45,023,962	$ 31,142,405	$ 64,767,429	$ 62,961,290	$ 63,954,462	$ 63,652,304	$ 54,293,884	$ 43,934,763	$ 37,638,916	N/A
District's covered payroll**	$ 25,693,889	$ 23,089,158	$ 24,048,380	$ 24,493,796	$ 23,669,577	$ 22,849,650	$ 20,601,258	$ 19,195,832	$ 18,740,145	N/A
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	108.85%	77.45%	157.42%	168.03%	173.06%	174.91%	162.79%	145.69%	131.88%	N/A
Plan fiduciary net position as a percentage of the total pension liability	81.20%	87.21%	71.82%	72.56%	70.99%	69.46%	70.04%	74.02%	76.52%	N/A

*This is a 10-year schedule. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

**Covered payroll on this schedule is based on measurement date, as such covered payroll represented for each fiscal year is the covered payroll from the prior year as identified on the schedule of contributions.

San Ysidro School District

Schedule of the District's Contributions - CalSTRS

Last Ten Fiscal Years*

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	$ 5,621,835	$ 4,436,097	$ 3,728,899	$ 4,112,273	$ 3,987,590	$ 3,415,520	$ 2,874,486	$ 2,210,515	$ 1,704,590	N/A
Contributions in relation to the contractually required contribution	(5,621,835)	(4,436,097)	(3,728,899)	(4,112,273)	(3,987,590)	(3,415,520)	(2,874,486)	(2,210,515)	(1,704,590)	N/A
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	N/A
District's covered payroll**	$ 29,433,691	$ 26,218,067	$ 23,089,158	$ 24,048,380	$ 24,493,796	$ 23,669,577	$ 22,849,650	$ 20,601,258	$ 19,195,832	N/A
Contributions as a percentage of covered payroll	19.10%	16.92%	16.15%	17.10%	16.28%	14.43%	12.58%	10.73%	8.88%	N/A

*This is a 10-year schedule. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

**Covered payroll on this schedule is based on the fiscal year.

See Accompanying Notes to Required Supplementary Information

San Ysidro School District

Schedule of the District's Proportionate Share of the Net Pension Liability – CalPERS
Last Ten Fiscal Years*

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
District's proportion of the net pension liability (asset)	0.7120%	0.0758%	0.0744%	0.0777%	0.0791%	0.0737%	0.0673%	0.0598%	0.0623%	N/A
District's proportionate share of the net pension liability (asset)	$ 24,498,580	$ 15,407,806	$ 22,822,992	$ 22,644,792	$ 21,090,817	$ 17,598,194	$ 13,292,253	$ 8,815,645	$ 7,067,431	N/A
District's covered payroll**	$ 11,054,540	$ 10,879,821	$ 10,810,451	$ 10,873,807	$ 10,546,906	$ 9,468,052	$ 8,150,089	$ 6,650,956	$ 6,545,787	N/A
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	221.62%	141.62%	211.12%	208.25%	199.97%	185.87%	163.09%	132.55%	107.97%	N/A
Plan fiduciary net position as a percentage of the total pension liability	69.76%	80.97%	70.00%	70.05%	70.85%	71.87%	73.90%	79.43%	83.38%	N/A

*This is a 10-year schedule. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

**Covered payroll on this schedule is based on measurement date, as such covered payroll represented for each fiscal year is the covered payroll from the prior year as identified on the schedule of contributions.

San Ysidro School District

Schedule of the District's Contributions - CalPERS

Last Ten Fiscal Years*

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	20014
Contractually required contribution	$ 2,978,227	$ 2,533,413	$ 2,252,123	$ 2,131,929	$ 1,964,027	$ 1,638,040	$ 1,314,923	$ 965,541	$ 782,884	N/A
Contributions in relation to the contractually required contribution	(2,978,227)	(2,533,413)	(2,252,123)	(2,131,929)	(1,964,027)	(1,638,040)	(1,314,923)	(965,541)	(782,884)	N/A
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	N/A
District's covered payroll**	$ 11,739,168	$ 11,058,110	$ 10,879,821	$ 10,810,451	$ 10,873,807	$ 10,546,906	$ 9,468,052	$ 8,150,089	$ 6,650,956	N/A
Contributions as a percentage of covered payroll	25.370%	22.910%	20.700%	19.721%	18.062%	15.531%	13.888%	11.847%	11.771%	N/A

*This is a 10-year schedule. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

**Covered payroll on this schedule is based on the fiscal year.

See Accompanying Notes to Required Supplementary Information

San Ysidro School District

Schedule of Changes in the District's Total OPEB liability and Related Ratios – SYSD Retiree Health Benefit Plan
Last Ten Fiscal Years*

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Total OPEB liability:										
Service cost	$ 1,098,870	$ 883,281	$ 801,272	$ 691,833	$ 684,496	$ 661,989	N/A	N/A	N/A	N/A
Interest	426,027	499,623	554,220	544,221	507,697	482,353	N/A	N/A	N/A	N/A
Changes of benefit terms	-	-	-	-	-	-	N/A	N/A	N/A	N/A
Experience differences	(653,904)	(563,549)	(431,806)	570,501	-	-	N/A	N/A	N/A	N/A
Changes of assumptions	(2,500,757)	155,411	704,854	590,377	(131,692)	-	N/A	N/A	N/A	N/A
Other	45,849	-	-	-	-	-	N/A	N/A	N/A	N/A
Benefit payments	(449,870)	(588,470)	(455,913)	(470,127)	(431,726)	(411,168)	N/A	N/A	N/A	N/A
Net change in total OPEB liability	(2,033,785)	386,296	1,172,627	1,926,805	628,775	733,174	N/A	N/A	N/A	N/A
Total OPEB liability - beginning	18,578,137	18,191,841	17,019,214	15,092,409	14,463,634	13,730,460	N/A	N/A	N/A	N/A
Total OPEB liability - ending	$ 16,544,352	$ 18,578,137	$ 18,191,841	$ 17,019,214	$ 15,092,409	$ 14,463,634	N/A	N/A	N/A	N/A
Covered payroll	37,797,450	33,919,198	33,919,198	32,931,260	$ 30,005,000	$ 30,005,000	N/A	N/A	N/A	N/A
Total OPEB liability as a percentage of covered payroll	43.77%	54.77%	53.63%	51.68%	50.30%	48.20%	N/A	N/A	N/A	N/A

*This is a 10-year schedule. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

See Accompanying Notes to Required Supplementary Information

Excess of Expenditures Over Appropriations

As of June 30, 2023, the District's expenditures which exceeded appropriations in the following categories:

Appropriations Category	Excess Expenditures	Reason for Excess Expenditures
General Fund:		
Indirect Costs	$ 2,124	The District underestimated transfers due to indirect costs.
Debt Service	195,187	The District did not budget for leases recorded with GASB 87 or subscriptions recorded under GASB 96 as debt principal and interest.

Amounts in excess of appropriations were not considered a violation of any laws, regulations, contracts or grant agreements and did not have a direct or material effect on the financial statements.

Schedule of District's Proportionate Share – CalSTRS

1. Benefit Changes: There were no changes to benefits during the periods being reported.

2. Changes in Assumptions: Assumptions used in determining the total pension liability of the CalSTRS Plan changed due to actuarial experience studies. Changes in assumptions effective in fiscal year 2020-21 (measured as of June 30, 2020) were to termination rates and service retirement rates based on the experience study for the period July 1, 2015, through June 30, 2018. Changes in assumptions effective in fiscal year 2017-18 (measured as of June 30, 2017) were to price inflation, wage growth, discount rate and mortality tables based on the experience study for the period July 1, 2010, through June 30, 2015.

Schedule of District's Contributions – CalSTRS

The total pension liability for California State Teachers' Retirement System (CalSTRS) for measurement date June 30, 2021, was determined with a valuation completed June 30, 2020 (released in May 2021). In determining the total pension liability, the financial reporting actuarial valuation used the following actuarial methods and assumptions:

Reporting Period	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019
Measurement Date	06/30/14	06/30/15	06/30/16	06/30/17	06/30/18
Valuation Date	06/30/13	06/30/14	06/30/15	06/30/16	06/30/17
Experience Study	07/01/06 - 06/30/10	07/01/06 - 06/30/10	07/01/06 - 06/30/10	07/01/06 - 06/30/15	07/01/06 - 06/30/15
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return [(1)]	7.60%	7.60%	7.60%	7.10%	7.10%
Consumer Price Inflation	3.00%	3.00%	3.00%	2.75%	2.75%
Wage Growth (Average)	3.75%	3.75%	3.75%	3.50%	3.50%
Post-retirement Benefit Increases	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

Reporting Period	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
Measurement Date	06/30/19	06/30/20	06/30/21	06/30/22
Valuation Date	06/30/18	06/30/19	06/30/20	06/30/21
Experience Study	07/01/06 - 06/30/15	07/01/15 - 06/30/18	07/01/15 - 06/30/18	07/01/15 - 06/30/18
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return [(1)]	7.10%	7.10%	7.10%	7.10%
Consumer Price Inflation	2.75%	2.75%	2.75%	2.75%
Wage Growth (Average)	3.50%	3.50%	3.50%	3.50%
Post-retirement Benefit Increases	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

(1) – Net of investment expenses but gross of administrative expenses.

CalSTRS uses a generational mortality assumption, which involves the use of base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among CalSTRS members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table issued by the Society of Actuaries.

Additional information can be obtained by reviewing the CalSTRS Actuarial Experience Study on the CalSTRS website.

Schedule of District's Proportionate Share – CalPERS

1. Benefit Changes: There were no changes to benefits during the periods being reported.

2. Changes in Assumptions. On December 21, 2016, the CalPERS Board lowered the discount rate for funding purposes from 7.50% to 7.00% using a three-year phase-in beginning with the June 30, 2016, actuarial valuations and the June 30, 2017 valuations for the School Pool. Subsequently the CalPERS Board decrease from 7.25% to 7.15% for the school pool valuation occurred in the June 30, 2019, valuation. Finally, the CalPERS board decreased the discount rate from 7.15% to 6.90% for measurement date June 30, 2022 as a result of the 2021 experience study. Additional adjustments were made to mortality and other assumptions based upon the experience study completed in 2021.

Schedule of District's Contributions – CalPERS

The total pension liability for California Public Employees Retirement System – School Pool (CalPERS) for measurement date June 30, 2021, was determined with a valuation completed June 30, 2020. In determining the total pension liability, the financial reporting actuarial valuation used the following actuarial methods and assumptions:

Reporting Period	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019
Measurement Date	06/30/14	06/30/15	06/30/16	06/30/17	06/30/18
Valuation Date	06/30/13	06/30/14	06/30/15	06/30/16	06/30/17
Experience Study	07/01/97 - 06/30/11	07/01/97 - 06/30/11	07/01/97 - 06/30/11	07/01/97 - 06/30/11	07/01/97 - 06/30/15
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.50%	7.65%	7.65%	7.15%	7.15%
Consumer Price Inflation	2.75%	2.75%	2.75%	2.75%	2.50%
Wage Growth (Average)	3.00%	3.00%	3.00%	3.00%	3.00%
Post-retirement Benefit Increases	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

Reporting Period	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
Measurement Date	06/30/19	06/30/20	06/30/21	06/30/22
Valuation Date	06/30/18	06/30/19	06/30/20	06/30/21
Experience Study	07/01/97 - 06/30/15	07/01/97 - 06/30/15	07/01/97 - 06/30/15	07/01/00 - 06/30/19
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.15%	7.15%	7.15%	6.90%
Consumer Price Inflation	2.50%	2.50%	2.50%	2.50%
Wage Growth (Average)	3.00%	2.75%	2.75%	2.75%
Post-retirement Benefit Increases	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

The mortality table used was developed based on CalPERS specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table please refer to the December 2021 experience study report (based on demographic data from 2000 to 2019) available on the CalPERS website.

Schedule of Changes in the District's Total OPEB liability and Related Ratios

1) Benefit Changes: In 2020 the District made changes to benefit terms consistent with bargaining agreements. There have been no additional changes to benefits in periods being reported.

2) Changes in Assumptions: Discount rate is updated annually.

3) No assets are accumulated in a trust that meets the criteria in GASB Statement No 75 Paragraph 4.

4) The following are the discount rates used for each period:

Year	Discount Rate
2018	3.50%
2019	3.15%
2020	2.20%
2021	2.66%
2022	2.19%
2023	4.09%

Combining Statements as Supplementary Information

San Ysidro School District

Combining Balance Sheet – Nonmajor Governmental Funds

June 30, 2023

	Special Revenue Funds			Capital Projects Funds			
	Associated Student Body Fund	Child Development Fund	Cafeteria Fund	Capital Facilities Fund	County School Facilities Fund	Special Reserve For Capital Outlay	Total Nonmajor Governmental Funds
Assets							
Cash and Investments	$ 31,384	$ 1,067,018	$ 2,046,050	$ 7,289,642	$ 114,711	$ 6,176,048	$ 16,724,853
Accounts Receivable	-	123,167	979,394	-	-	-	1,102,561
Due from Other Funds	-	14,491	67,333	-	-	-	81,824
Stores Inventories	-	-	38,258	-	-	-	38,258
Total Assets	$ 31,384	$ 1,204,676	$ 3,131,035	$ 7,289,642	$ 114,711	$ 6,176,048	$ 17,947,496
Liabilities and Fund Balance:							
Liabilities:							
Accounts Payable	-	38,427	28,394	-	-	-	66,821
Due to Other Funds	-	408,625	1,003,855	66,597	-	-	1,479,077
Unearned Revenue	-	358,452	11,596	-	-	-	370,048
Total Liabilities	-	805,504	1,043,845	66,597	-	-	1,915,946
Fund Balance:							
Nonspendable	-	-	38,258	-	-	-	38,258
Restricted	31,384	399,172	2,048,932	7,223,045	114,711	6,176,048	15,993,292
Total Fund Balance	31,384	399,172	2,087,190	7,223,045	114,711	6,176,048	16,031,550
Total Liabilities and Fund Balances	$ 31,384	$ 1,204,676	$ 3,131,035	$ 7,289,642	$ 114,711	$ 6,176,048	$ 17,947,496

San Ysidro School District

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds
June 30, 2023

	Special Revenue Funds			Capital Projects Funds			
	Associated Student Body Fund	Child Development Fund	Cafeteria Fund	Capital Facilities Fund	County School Facilities Fund	Special Reserve For Capital Outlay	Total Nonmajor Governmental Funds
Revenues							
Federal Revenue	$ -	$ 403,841	$ 2,496,604	$ -	$ -	$ -	$ 2,900,445
Other State Revenue	-	1,493,574	1,983,880	-	-	-	3,477,454
Interest Income	-	9,941	17,834	91,562	110,796	1,749	231,882
FMV Adjustment	-	(10,952)	(33,441)	(88,967)	151,167	(170,901)	(153,094)
Other Local Revenue	90,171	78,724	1,297	2,721,437	-	-	2,891,629
Total Revenues	$ 90,171	$ 1,975,128	$ 4,466,174	$ 2,724,032	$ 261,963	$ (169,152)	$ 9,348,316
Expenditures							
Current Expenditures:							
Instruction	-	1,347,554	-	-	-	-	1,347,554
Instruction - Related Services	-	372,108	-	-	-	-	372,108
Pupil Services	-	94,736	3,075,946	-	-	-	3,170,682
Ancillary Services	99,596	-	-	-	-	-	99,596
General Administration	-	69,449	82,132	-	-	-	151,581
Plant Services	-	97,099	3,188	-	-	-	100,287
Capital Outlay	-	-	38,793	-	-	-	38,793
Total Expenditures	99,596	1,980,946	3,200,059	-	-	-	5,280,601
Excess (Deficiency) of Revenues Over (Under) Expenditures	(9,425)	(5,818)	1,266,115	2,724,032	261,963	(169,152)	4,067,715
Other Financing Sources (Uses):							
Transfers In	-	-	-	-	-	6,248,244	6,248,244
Transfers Out	-	-	-	-	(6,248,244)	-	(6,248,244)
Total Other Financing Sources (Uses)	-	-	-	-	(6,248,244)	6,248,244	-
Net Change in Fund Balance	(9,425)	(5,818)	1,266,115	2,724,032	(5,986,281)	6,079,092	4,067,715
Fund Balance, Beginning of Year	40,809	404,990	821,075	4,499,013	6,100,992	96,956	11,963,835
Fund Balance, End of Year	$ 31,384	$ 399,172	$ 2,087,190	$ 7,223,045	$ 114,711	$ 6,176,048	$ 16,031,550

Other Supplementary Information

San Ysidro School District

Local Education Agency Organization Structure
June 30, 2023

The San Ysidro School District was established in 1887. The District boundaries include the City of San Ysidro and portions of the unincorporated area of San Diego County. There were no changes to the District's boundaries during the current fiscal year. The District operates one preschool, five elementary schools, and two middle schools.

GOVERNING BOARD

Name	Office	Term and Term Expiration
Rosaleah Pallasigue	President	Four Year Term Expires December 2024
Irene Lopez	Vice President	Four Year Term Expires December 2026
Zenaida Rosario	Clerk	Four Year Term Expires December 2026
Rodolfo Lopez	Member	Four Year Term Expires December 2026
Antonio Martinez	Member	Four Year Term Expires December 2026

ADMINISTRATION

Gina A. Potter, Ed.D
Superintendent

Russell Little
Assistant Superintendent
Educational Leadership and Pupil Services

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Jose Iniguez
Assistant Superintendent
Administrative Leadership and School Support and Safety

Marilyn Adrianzen
Chief Business Official

Linda Olea
Executive Director
Human Resources

San Ysidro School District

Schedule of Average Daily Attendance

Year Ended June 30, 2023

	Second Period Report		Annual Report	
	Original EF5A7536	Revised	Original AF2EC9A8	Revised
TK/K-3				
Regular ADA	1,680.48	-	1,693.63	-
Special Education - NPS	0.80	-	0.83	-
Total TK/K-3	1,681.28	-	1,694.46	-
Grades 4-6				
Regular ADA	1,334.04	-	1,340.01	-
Special Education - NPS	0.97	-	0.97	-
Total Grades 4-6	1,335.01	-	1,340.98	-
Grades 7-8				
Regular ADA	850.47	-	856.20	-
Special Education - NPS	2.12	-	2.05	-
Total Grades 7-8	852.59	-	858.25	-
Total ADA	3,868.88	-	3,893.69	-

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts and charter schools. This schedule provides information regarding the attendance of students by grade span and adjustments to the attendance as a result of an audit finding when applicable.

San Ysidro School District

Schedule of Instructional Time

Year Ended June 30, 2023

Grade Level	Annual Minutes Requirement	Actual Minutes Offered	J-13A Minutes	Total Minutes	Number of Actual Days Offered (Traditional)	J-13A Days	Total Instructional Days	Status
Transitional Kindergarten	36,000	37,800	0	37,800	180	0	180	Complied
Kindergarten	36,000	40,050	0	40,050	180	0	180	Complied
1st Grade	50,400	54,900	0	54,900	180	0	180	Complied
2nd Grade	50,400	54,900	0	54,900	180	0	180	Complied
3rd Grade	50,400	54,900	0	54,900	180	0	180	Complied
4th Grade	54,000	54,900	0	54,900	180	0	180	Complied
5th Grade	54,000	54,900	0	54,900	180	0	180	Complied
6th Grade	54,000	54,900	0	54,900	180	0	180	Complied
7th Grade	54,000	58,120	0	58,120	180	0	180	Complied
8th Grade	54,000	58,120	0	58,120	180	0	180	Complied

This schedule provides the information necessary to determine if the District has complied with Article 8 (commencing with Section 46200) of Chapter 2 of Part 26 of the Education Code. The requirements are as follows:

1) EC §46207: As a condition of apportionment the following annual instructional minutes must be offered:
   - To pupils in Kindergarten 36,000 minutes
   - To pupils in grades 1 to 3 50,400 minutes
   - To pupils in grades 4 to 8 54,000 minutes
   - To pupils in grades 9 to 12 64,800 minutes
2) EC §46208: As a condition of apportionment 180 school days must be offered for traditional calendars. In order to qualify as a school day the following minimum daily minutes must be met:
   - EC §46112:Grades 1 to 3 230 minutes
   - EC §46113: Grades 4 to 8 240 minutes
   - EC §46114: Kindergarten 180 minutes
   - EC §46141: Grades 9 to 12 240 minutes

San Ysidro School District

Schedule of Financial Trends and Analysis
Year Ended June 30, 2023

General Fund	Budget 2024 (See Note 1)	2023	2022	2021
Revenues and Other Financing Sources	$ 74,693,134	$ 94,528,407	$ 73,002,790	$ 68,243,421
Expenditures and Other Financing Uses	74,397,100	82,992,130	68,609,062	58,886,540
Net Change in Fund Balance	296,034	11,536,277	4,393,728	9,356,881
Ending Fund Balance	$ 29,071,428	$ 28,775,394	$ 17,239,117	$ 12,845,389
Available Reserves (See Note 2)	$ 2,231,913	$ 2,496,890	$ 2,063,544	$ 2,284,683
Available Reserves as a Percentage of Total Outgo	3.00%	3.01%	3.01%	3.88%
Long Term Debt (See Note 3)	$ 247,927,649	$ 250,089,360	$ 252,989,234	$ 257,177,567
Average Daily Attendance at P2	3,788	3,869	3,629	4,203

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

The general fund balance has increased by $15,930,005 (124%) over the past two years. The fiscal year 2023-24 budget projects an increase of $296,034 (1%). For a district of this size, the State recommends available reserves of 3% of total general fund expenditures and other financing uses (total outgo).

Total long-term debt has decreased by $7,088,207 over the past two years.

Average daily attendance (ADA) has decreased by 334 as compared to ADA funded in 2020-21. As a result of the COVID-19 pandemic there was no attendance reporting for the 2020-21 fiscal year. Each LEA was funded based on the 2019-20 ADA reported.

Notes:

1. Budget 2024 is included for analytical purposes only and has not been subjected to audit.
2. Available reserves consist of all unassigned fund balances contained within the general fund.
3. Long-term debt consists of general obligation bonds, QZAB bonds, certificates of participation, principal apportionment payable, leases payable, and subscriptions payable.

San Ysidro School District

Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
Year Ended June 30, 2023

	Cafeteria Fund (Fund 13)	Bond Interest & Redemption Fund (Fund 51)
June 30, 2023, annual financial and budget report fund balances	$ 1,107,797	$ 10,959,526
Adjustments and reclassifications:		
Increasing (decreasing) the fund balance:		
Understatement of accounts receivable	979,393	-
Cash in county treasury FMV adjustment	-	(298,923)
Net adjustments and reclassifications	979,393	(298,923)
June 30, 2023, audited financial statement fund balances	$ 2,087,190	$ 10,660,603

This schedule provides the information necessary to reconcile the fund balances of all funds as reported on the SACS Annual Financial and Budget Report with the audited financial statements. Funds that required no adjustment are not presented.

San Ysidro School District

Schedule of Charter Schools
Year Ended June 30, 2023

The San Ysidro School District did not sponsor any charter schools as of June 30, 2023.

This schedule is provided to list all charter schools chartered by the District and displays information for each charter school on whether or not the charter school is included in the District audit.

San Ysidro School District

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2023

Federal Grantor/Pass Through Grantor/ Program or Cluster Title	Federal AL Number	Pass-Through Entity Identifying Number	Subrecipient Expenditures	Total Federal Expenditures
CHILD NUTRITION CLUSTER:				
U.S. Department of Agriculture				
Passed through California Department of Education				
School Breakfast Program	10.553	13525	$ -	$ 316,443
National School Lunch Program	10.555	13396	-	1,941,474
Supply Chain Assistance (SCA) Funds	10.555	15655	-	99,662
National School Lunch Program - Noncash Commodities	10.555	13396	-	139,028
Total Child Nutrition Cluster			-	2,496,607
SPECIAL EDUCATION (IDEA) CLUSTER:				
U.S. Department of Education				
Passed through California Department of Education				
IDEA Basic Local Assistance	84.027	13379	-	1,137,701
IDEA Assistance Entitlement	84.027	15638	-	188,571
IDEA Mental Health	84.173	15197	-	69,360
IDEA Preschool Grants (Ages 3-5)	84.173	13430	-	34,013
IDEA Preschool Grants	84.173	15639	-	24,107
Total Special Education (IDEA) Cluster			-	1,453,752
OTHER PROGRAMS:				
U.S. Department of Health and Human Services				
Passed through California Department of Education				
Head Start Program	93.600	10016	-	403,841
U.S. Department of Education				
Passed through California Department of Education				
Title I	84.010	14329	-	1,293,724
ESSA School Improvement Funding for LEAs	84.010	15438	-	305,674
MCKINNEY - Vento Homeless Assist Act/FF	84.196	14332	-	75,998
Federal Impact Aid	84.041	N/A	-	141,694
Title III English Learner Student Program	84.365	14346	-	166,413
Title II Supporting Effective Instruction	84.367	14341	-	135,555
Title IV Student Support & Academic Enrichment	84.424	15396	-	177,142
American Rescue Plan Homeless Children and Youth	84.425	15564	-	64,690
American Rescue Plan Children and Youth II	84.425	15566	-	42,090
ELO Grant ESSER III	84.425	15620	-	396,683
ELO Grant ESSER III state Reserve	84.425	15621	-	362,792
ELO Grant ESSER II State Reserve	84.425	15618	-	608,518
ESSER II	84.425D	15547	-	242,177
ESSER III	84.425D	15559	-	4,258,794
ESSER III-Learning Loss	84.425U	10155	-	2,101,550
Total Other Programs			-	10,777,335
TOTAL EXPENDITURES OF FEDERAL AWARDS			$ -	$ 14,727,694

See accompanying notes to schedule of expenditures of federal awards.

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the District and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with requirements of 2 CFR §200.502 *Basis for Determining Federal Awards Expended* and 2CFR §200.510(b) *Schedule of Expenditures of Federal Awards.* Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Summary of Significant Accounting Policies

The expenditures reported on the schedule are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule, if any, represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Indirect Cost Rate

Indirect costs were calculated in accordance with 2 CFR §200.412 *Direct and Indirect Costs.* The District used an indirect cost rate of 4.91% based on the rate approved by the California Department of Education for each program which did not have a pre-defined allowable indirect cost rate. The District did not elect to use the 10% de minimis cost rate as covered in 2 CFR §200.414 *Indirect Costs.* The following programs utilized a lower indirect cost rate based on program restrictions or other factors determined by the District:

Program	AL #	Indirect Cost Rate
Title I	84.010	4.88%
IDEA Preschool Grants (Ages 3-5)	84.173	4.81%
Child Nutrition Cluster	10.553, 10.555	4.72%

Schoolwide Program

The District operates “schoolwide programs” at all school sites. Using federal funding, schoolwide programs are designed to upgrade an entire educational program within a school for all students, rather than limiting services to certain targeted students. The following federal program amounts were expended by the District in it’s schoolwide programs:

Program	AL #	Amount Expended
Title I	84.010	$ 1,293,724
ESSA School Improvement Funding for LEAs	84.010	305,674

Other Independent Auditors' Reports

WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Education
San Ysidro School District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the San Ysidro School District (the District), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 29, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, a material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2023-001 to be a material weakness.

A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies which we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

San Ysidro School District's Response to the Finding

San Ysidro School District's response to the finding identified in our audit is described in the accompanying corrective action plan. San Ysidro School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

El Cajon, California
February 29, 2024

WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance

To the Board of Education
San Ysidro School District

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the San Ysidro School District's (the District) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *US Code of Federal Regulations Part 200, Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards,* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

El Cajon, California
February 29, 2024

WILKINSON HADLEY KING & CO. LLP
CPAS AND ADVISORS
El Cajon, CA | Berkeley, CA

Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on State Compliance and on Internal Control over State Compliance

To the Board of Education
San Ysidro School District

Report on Compliance for Applicable State Programs

Opinion on Each Applicable State Program

We have audited the San Ysidro School District's (the District) compliance with the requirements specified in the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 identified below for the year ended June 30, 2023.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above on each of its applicable state programs for the year ended June 30, 2023.

Basis for Opinion on Each Applicable State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 (the Audit Guide). Our responsibilities under those standards and the Audit Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each applicable state program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide will always detect material noncompliance when it exists.

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each applicable state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over state compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.
- Select and test transactions and records to determine the District's compliance with the state laws and regulations applicable to the following programs:

		Procedures Performed
Local Education Agencies Other than Charter Schools		
A.	Attendance	Yes
B.	Teacher Certification and Misassignments	Yes
C.	Kindergarten Continuance	Yes
D.	Independent Study	N/A
E.	Continuation Education	N/A
F.	Instructional Time	Yes
G.	Instructional Materials	Yes
H.	Ratio of Administrative Employees to Teachers	Yes
I.	Classroom Teacher Salaries	Yes
J.	Early Retirement Incentive	N/A
K.	Gann Limit Calculation	Yes
L.	School Accountability Report Card	Yes
M.	Juvenile Court Schools	N/A
N.	Middle or Early College High Schools	N/A
O.	K-3 Grade Span Adjustment	Yes
P.	Transportation Maintenance of Effort	Yes
Q.	Apprenticeship: Related and Supplemental Instruction	N/A
R.	Comprehensive School Safety Plan	Yes
S.	District of Choice	N/A
TT.	Home to School Transportation Reimbursement	N/A
UU.	Independent Study Certification for ADA Loss Mitigtion	Yes

School Districts, County Offices of Education, and Charter Schools		
T.	California Clean Energy Jobs Act	N/A
U.	After/Before School Education and Safety Program	Yes
V.	Proper Expenditure of Education Protection Account Funds	Yes
W.	Unduplicated Local Control Funding Formula Pupil Counts	Yes
X.	Local Control and Accountability Plan	Yes
Y.	Independent Study - Course Based	N/A
Z.	Immunizations	No
AZ.	Educator Effectiveness	Yes
BZ.	Expanded Learning Opportunities Grant (ELO-G)	Yes
CZ.	Career Technical Education Incentive Grant	N/A
DZ.	EZ Transitional Kindergarten	Yes

N/A – The School District did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

We did not perform procedures for Immunizations because the school sites for the District did not appear on the California Department of Public Health list of LEAs that are subject to the audit of immunizations.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over State Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over state compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over state compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810. Accordingly, this report is not suitable for any other purpose.

El Cajon, California
February 29, 2024

Auditor’s Results, Findings & Recommendations

San Ysidro School District

Schedule of Auditor's Results

Year Ended June 30, 2023

FINANCIAL STATEMENTS

Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
One or more material weakness(es) identified?	X Yes	No
One or more significant deficiencies identified that are not considered material weakness(es)?	Yes	X No
Noncompliance material to financial statements noted?	Yes	X No

FEDERAL AWARDS

Internal control over major programs:		
One or more material weakness(es) identified?	Yes	X No
One or more significant deficiencies identified that are not considered material weakness(es)?	Yes	X No
Type of auditor's report issued on compliance for major programs:	Unmodified	
Compliance supplement utilized for single audit	May 2023	
Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)?	Yes	X No

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
84.010	Title I, ESSA School Improvement
84.425D	ESSA Relief II, ESSA Relief III
84.425U	ESSA Relief III - Learning Loss
84.425	ESSER II
84.425	American Rescue Plan Homeless I
84.425	American Rescue Plan Homeless Children and Youth II
84.425	ESSER III State Reserve Emergency Needs
84.425	ESSER III State Reserve Learning Loss

Dollar threshold used to distinguish between Type A and Type B programs	$750,000	
Auditee qualified as low-risk auditee?	Yes	X No

STATE AWARDS

Type of auditor's report issued on compliance for state programs:	Unmodified	
Internal control over applicable state programs:		
One or more material weakness(es) identified?	Yes	X No
One or more significant deficiencies identified that are not considered material weakness(es)?	Yes	X No
Any audit findings disclosed that are required to be reported in accordance with *2022-23 Guide for Annual Audits of California K-12 Local Education Agencies?*	Yes	X No

Findings represent significant deficiencies, material weaknesses, and/or instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards,* Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), or the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Finding codes as identified in the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* are as follows:

Five Digit Code	AB 3627 Finding Type
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

A. Financial Statement Findings

Finding Number:	2023-001
Repeat Finding:	No
Program Name:	Internal Controls Over Year End Close
Questioned Costs:	None
Type of Finding:	Internal Control (30000)

Criteria or Specific Requirement

Verify that the District has internal controls that are properly designed and implemented over year end close that are sufficient to detect, correct, and/or deter misstatements whether due to error or fraud and to safeguard assets of the District.

Condition

In our review of revenue we noted the District did not record accounts receivable for child nutrition revenue for April, May, or June claims. In addition, in our review of cash fair market value adjustment, we noted that the District did not record the fair market value adjustment for the Bond Interest and Redemption Fund. Finally, the District did not post any changes to cash with fiscal agent in the Capital Projects Fund for Blended Component Units.

Cause

Key personnel in the closing process were on medical leave during close. The District did not have an adequate review of the closing process that took over when the individual went out on medical leave.

Effect

There were misstatements in the financial statements that were not detected and corrected by the District prior to closing the books and which required audit adjusting journal entries to correct. Auditors posted adjustments for accounts receivable and fair market value adjustment to cash in county treasury. The variance to cash with fiscal agent was below the level which requires adjustment, so no adjustment was made.

Context

Proper review of year end closing entries and revenue reconciliations are key internal controls that allow the District, in the normal course of performing their duties, to detect and correct misstatements whether due to error or fraud.

Recommendation

We recommend the District post audit adjusting journal entries. In addition, we recommend the District reconcile cash with fiscal agent in the 2022-23 fiscal year to bring balances to correct amounts. The District should cross-train employees so that when an employee is out due to medical leave or for other purposes, the internal control system remains in place. The District may also consider hiring temporary consultants to temporarily fill key positions while employees are out on leave.

Views of Responsible Officials

See Corrective Action Plan

B. Federal Awards

None

C. State Award Findings

None

San Ysidro School District EST - 1887

Gina A. Potter, Ed.D.
Superintendent

GOVERNING BOARD
Irene Lopez, President
Zenaida Rosario, Vice-President
Antonio Martinez, Clerk
Rodolfo Lopez, Member
Rosaleah Pallasigue , Member

Quality education and opportunity for all students to succeed

Marilyn Adrianzen
Chief Business Official

February 29, 2024

To Whom it May Concern:

The accompanying Corrective Action Plan has been prepared as required by the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* published by the Education Audit Appeals Panel. The name of the contact person responsible for corrective action, the planned corrective action, and the anticipated completion date for each finding included in the current year's Schedule of Findings and Questioned Costs have been provided.

In addition, we have also prepared the accompanying Summary Schedule of Prior Audit Findings which includes the status of audit findings reported in the prior year's audit.

Sincerely,

Marilyn Adrianzen
Chief Business Official

Enclosure

4350 Otay Mesa Road San Ysidro, CA 92173

(619) 428-4476 Ext. 3004 • marilyn.adrianzen@sysdschools.org

San Ysidro School District "programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; 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. District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames." Board Policy 0410

San Ysidro School District

Corrective Action Plan

Year Ended June 30, 2023

Financial Statement Finding

Finding Number:	2023-001
Program Name:	Internal Control Over Year End Close
Contact Person:	Marilyn Adrianzen – Chief Business Official Amber Elliott – Business Services Technician
Anticipated Completion Date:	June 30, 2024
Planned Corrective Action:	Business services will ensure that the Cafeteria Fund (fund 1300) revenue is properly recorded throughout the fiscal year and during the year-end close process. Additionally, business services will ensure that Cafeteria Fund revenue accruals are posted prior to closing.

San Ysidro School District

Schedule of Prior Year Audit Findings

Year Ended June 30, 2023

Finding/Recommendation	Status	Explanation if Not Implemented
Finding 2022-001 **Payroll** Condition In our review of independent study agreements we noted that the agreements were missing eight of the required elements and the District was unable to provide copies of agreements for nine of the students selected in our sample. Recommendation We recommended that the District review and update independent study master agreements to include all required elements. In addition, we recommended the District provide training to all employees completing documentation for independent study to ensure that they are keeping all required agreements in the student files as well as filling out all agreements completely.	Implemented	

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little, Asst. Superintendent
Educational Lead & Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: SOUTH COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) COMMUNITY ADVISORY COMMITTEE (CAC) REPRESENTATIVE SELECTION PROCESS AND TIMELINE

BACKGROUND INFORMATION:

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1. The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1and 56195.7.
The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the SPI.

The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication.

Prospective members of the South County SELPA Community Advisory Committee (CAC) must complete and submit an application for recommendation of membership. In accordance with Education Code section 56190, the CAC serves in an advisory capacity. The composition of CAC members representing the District is set forth in the CAC Bylaws. Applications for membership must be submitted to the District by April 30 in order to be considered for appointment to the CAC for the following school year.

South County Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC) Application Timeline:

- CAC Application Advertisement: March 8, 2024 (email/district website)
- CAC Application Due Date: April 30.2024
- Review Applications: March 8, 2024 to May 10, 2024 (on a rolling basis as they come in)
- Take nominee to board for recommendation: May 16, 2024

RECOMMENDATION:

Information only.

LCAP GOAL AND ACTION/SERVICE

Goal #5: PARENT ENGAGEMENT Increase parent engagement, involvement, and satisfaction with the educational process annually. 5.2 Provide parents with opportunities to provide input on decisions through involvement on site and district committees.

☐ **Renewal** ☒**New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2022-2023 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

South County Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC) Application Timeline:

The CAC application form is complete and will be released once it is translated, which will be an internal timeline depending on when the District can complete the translation. We anticipate this to be between March 4th, and March 8, 2024. The deadline for interested parties to submit their application will be April 30, 2024. The review committee will consider applications as they come in, and through the week following the submission deadline, which ends May 10, 2024. The board will consider the recommendation and make appointments at the May 16, 2024 board meeting.

CAC Application Advertisement: March 8, 2024 (email/district website)

CAC Application Due Date: April 30.2024

Review Applications: March 8, 2024 to May 10, 2024 (on a rolling basis as they come in)

Take nominee to board for recommendation: May 16, 2024

Policy 0430: Comprehensive Local Plan For Special Education

Status: ADOPTED

Original Adopted Date: 06/13/2019 | **Last Revised Date:** 01/25/2024 | **Last Reviewed Date:** 01/25/2024

The Governing Board recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district.

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the SPI. (Education Code 56195.1, 56195.3)

Each year, the Superintendent or designee shall provide to the Board any data and/or information regarding the special education funding generated by the district as supplied by the SPI and the SELPA in accordance with Education Code 56836.148.

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9) The District's practice will also align with the community advisory committee's bylaws.

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

Prospective members of the South County SELPA Community Advisory Committee (CAC) must complete and submit an application for recommendation of membership. In accordance with Education Code section 56190, the CAC serves in an advisory capacity. The composition of CAC members representing the District is set forth in the CAC Bylaws. Applications for membership must be submitted to the District by April 30 in order to be considered for appointment to the CAC for the following school year. Applications may be considered throughout the school year in the event of a vacancy.

Upon receipt of a completed application, the review committee will confirm the applicant is eligible for membership within the South County CAC. The review committee will select one eligible applicant to recommend to the District's Board for CAC appointment. The Governing Board will make the final determination regarding the appointment.

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

State References	Description
5 CCR 3000-3089	Regulations governing special education
Ed. Code 56000-56001	Education for individuals with exceptional needs - https://simbli.eboardsolutions.com/SU/5hWtGZ3uJqiZPmFteZxKFA==
Ed. Code 56020-56035	Definitions - https://simbli.eboardsolutions.com/SU/7oGI4oqTV6VUB0BqCXudTQ==
Ed. Code 56040-56046	General provisions - https://simbli.eboardsolutions.com/SU/bsXG4O7JmNjD57JIjABidA==

Ed. Code 56050	Surrogate parents - https://simbli.eboardsolutions.com/SU/GP5ONeqHgyEUPWZxHd8z2g==
Ed. Code 56055	Foster parents - https://simbli.eboardsolutions.com/SU/MfkVxNxhu7TOZmhYSpsg7g==
Ed. Code 56060-56063	Substitute teachers in special education - https://simbli.eboardsolutions.com/SU/tO6b1slsh3ftVqNGOnLpigL7Q==
Ed. Code 56170-56177	Children enrolled in private schools - https://simbli.eboardsolutions.com/SU/epXSK5UbeUslshsslshwYYQtW2Jw==
Ed. Code 56190-56194	Community advisory committees - https://simbli.eboardsolutions.com/SU/ilc0A6CVQDeSyKBFlWIQrA==
Ed. Code 56195-56195.10	Local plans - https://simbli.eboardsolutions.com/SU/xDk0WIo8X0oLCslsh8H7unFNA==
Ed. Code 56205-56208	Local plan requirements 56213 Special education local plan - https://simbli.eboardsolutions.com/SU/QBtHrvhjslshYjplusSHn96xNhPQ==
Ed. Code 56211-56214	Special education local plan areas with small or sparse populations - https://simbli.eboardsolutions.com/SU/Elp59tGWQ7J6VslshPmsplusyfpA==
Ed. Code 56240-56245	Staff development - https://simbli.eboardsolutions.com/SU/k56HBTvL8jEHBJj6GKaSqA==
Ed. Code 56300-56385	Identification and referral; assessment, instructional planning - https://simbli.eboardsolutions.com/SU/IyJBY6MuvDQvUJCYUiOuyQ==
Ed. Code 56440-56447.1	Programs for individuals between the ages of three and five years - https://simbli.eboardsolutions.com/SU/ZmUFaQ9xslsh1aRtO5lfWw8ew==
Ed. Code 56500-56508	Procedural safeguards, including due process rights - https://simbli.eboardsolutions.com/SU/d5iJgNslshPyn4KdNslshWKoTeZQ==
Ed. Code 56520-56524	Behavioral interventions - https://simbli.eboardsolutions.com/SU/s2pHccQvAslshdc7TIim8XWSg==
Ed. Code 56600-56606	Evaluation, audits and information - https://simbli.eboardsolutions.com/SU/BjZAMoYPiclAkGtHUZ8fMA==
Ed. Code 56836-56836.05	Administration of local plan - https://simbli.eboardsolutions.com/SU/CWOtJIW8dtCLCP5bOcIFRw==
Gov. Code 7579.5	Surrogate parent; appointment, qualification and liability - https://simbli.eboardsolutions.com/SU/5NjD4XmAuNavmOz28k6OTw==
Gov. Code 95000-95004	California Early Intervention Services Act - https://simbli.eboardsolutions.com/SU/k4EUDfAAVqT0JWikSXBC1Q==
W&I Code 361	Limitations on parental control - https://simbli.eboardsolutions.com/SU/lA8qX3DLuI0bGsyTfh5bcw==
W&I Code 726	Limitations on parental control - https://simbli.eboardsolutions.com/SU/qFqgpslshPi7GqpN33VWz2DYg==

Federal References	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 300.1-300.818	Assistance to states for the education of students with disabilities
34 CFR 300.500-300.520	Procedural safeguards and due process for parents and students
34 CFR 303.1-303.654	Early intervention program for infants and toddlers with disabilities
34 CFR 99.10-99.22	Inspection, review and procedures for amending education records

42 USC 12101-12213	Americans with Disabilities Act

Management Resources References	**Description**
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Special Education - https://simbli.eboardsolutions.com/SU/wbtzINw8puwslshjTsrmVmBCA==
Website	U.S. Department of Education, Office of Special Education Programs - https://simbli.eboardsolutions.com/SU/v4I2D9cNplus2KZ0yVtPslshvZhg==

Cross References	**Description**
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxIpfL2ugw==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/zN80f3iUph4ipailF5vddg==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/gXMnc2CASxUErNp4hzfBVA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
3541.2	Transportation For Students With Disabilities - https://simbli.eboardsolutions.com/SU/CkZkCl5GKSusAnqQiDzUDA==
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/loMLd3BH1YLrQLYf49i0Ug==
4112.23	Special Education Staff - https://simbli.eboardsolutions.com/SU/gmZgmCslshLxxBI7mz2rvcd7A==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==

6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/m8kR6OqcnpKBslshBUOCscN6Q==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/c3m96PV0v0n1mPST6vUNcA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/JrifoG4qsMslshx4ELD9ZplusNLA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/CRudpul9UFSZJWywEZtpBQ==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/w5y5I2RKRITTWgEGr7c4pA==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/OAsg62CoShZYMnQmfACXslshA==
6159.4	Behavioral Interventions For Special Education Students - https://simbli.eboardsolutions.com/SU/QpluskOG4jAvuZVXN0yDblhKA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6164.41	Children With Disabilities Enrolled By Their Parents In Private School - https://simbli.eboardsolutions.com/SU/pak9mulqbcdLJLuRbBkD6Q==
6164.41	Children With Disabilities Enrolled By Their Parents In Private School - https://simbli.eboardsolutions.com/SU/vWu9VbR53MMv9rmBIL32kw==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/KSed8OKaYIQWDXMkS1v1Aw==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uiyfKoElFv7NzUrqNslshftGw==

San Ysidro School District
Community Advisory Committee (CAC)
Application for Membership

General Information:

Name: _____Email: _____

Mailing Address: _____

City, Zip: _____

Phone Number: Home _____ Work _____Cell _____Fax_____

I am applying to become a Voting Member of the South County Special Education Local Plan Area ("SELPA") Community Advisory Committee ("CAC"). I am seeking membership in the CAC on behalf of the San Ysidro School District ("District") as a:

- □ Parent or Legal Guardian of a student with a disability that is enrolled within the District;
  (If you are applying as a Parent or Guardian of a student with a disability, please complete page 3 of the application form)

- □ Special Education Teacher within the District (*Specify school/grade/program)*

  _____

- □ General Education Teacher within the District (*Specify school/grade*)

  _____

Questions: (No more than 150 words per question)

1. Why are you interested in joining the CAC and how did you first hear about the CAC?

2. What are your expectations for membership within the CAC?

3. How do you believe you can contribute to the CAC? (Please list any experience/training or past leadership roles you believe are relevant to the CAC position.)

4. How long have you been associated with the District and in what capacity? If you are a parent, how long has/have your child(ren) attended school within the District?

5. Are you a past or present member of any groups, associations, and/or committees affiliated with the District?

6. Describe your leadership style, including examples of any leadership roles you have held within the District and the impact on student success.

7. Please tell us about a time you've collaborated with others to achieve a common goal and the outcome, including any examples specific to collaboration with and/or within the District.

San Ysidro School District
Community Advisory Committee (CAC)
Application for Membership

Commitment Statement:

The South County SELPA CAC is an active committee. The committee fulfills duties in accordance with the State Education Code, the Local Plan and the CAC Bylaws. Each member is required to participate on Standing Committees and support other activities on behalf of the CAC.

In submitting this application, you acknowledge your willingness and ability to be an active Voting Member of the CAC for a term of at least two years if you are appointed by the District's Governing Board. In doing so, you agree to work to improve outcomes for all students by supporting needs-based learning, equal opportunities and free appropriate public education in the least restrictive environment. You agree to attend regularly scheduled CAC meetings and Standing Committee meetings as called for, to the best of your ability. You further agree you will work collaboratively and follow the CAC Bylaws.

Your signature below certifies that this application is complete and correct and you further understand that knowingly providing inaccurate information may result in forfeiture of membership. Your signature further certifies that you have read the current CAC Bylaws and understand the requirements for application and membership on the CAC.

Signature: _____ Date: _____

San Ysidro School District
Community Advisory Committee (CAC)
Application for Membership

Student Information

Parent Name: _____

Student Name: _____Age: _____Grade: Level_____

School of Attendance: _____School of Residence: _____

Please Check All Boxes That Apply:

□ IEP □ 504 Plan □ GATE □ Early Childhood Education □ Other _____

I hereby submit my application for CAC membership and certify that this information is correct and complete.

Signature: _____ Date: _____

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little,
Assistant Superintendent of
Educational Leadership and
Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: FIRST READING AND ADOPTION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS - 0000 SERIES

BACKGROUND INFORMATION:
The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting.

Governing Boards are responsible for the development and compliance of its board policies. They are responsible for adopting and revising policies in keeping with new laws and legislation that impact specific policies and administrative regulations.

Below is the list of new and/or revised Board Policies (BP), Administrative Regulations (AR), Exhibits (E):

- Board Policy 0410 - Nondiscrimination in District Programs and Activities
- Board Policy/Administrative Regulation 0460 - Local Control and Accountability Plan
- Board Policy 0500 - Accountability.

RECOMMENDATION:
Approve the First Reading and Adoption of Revised Board Policies and Administrative Regulations - 0000 series: Board Policy 0410 - Nondiscrimination in District Programs and Activities, Board Policy/Administrative Regulation 0460 - Local Control and Accountability Plan, and Board Policy 0500 - Accountability.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

0000 SERIES

Board Policy 0410 - Nondiscrimination in District Programs and Activities

Policy updated to reflect **NEW LAW (AB 1078, 2023)** which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district, (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) requires the California Department of Education to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to reference **NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE** documents which provide that (1) a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) a district's responsibility not to discriminate against students applies to any of its programs or activities, whether directly or through contractual or other arrangements. Additionally, policy updated to expand the list of characteristics for which discrimination is prohibited in order to more closely align with law; and, to reflect **NEW LAW (SB 523, 2022)** which includes reproductive health decision making as a characteristic for which employees, job applicants, unpaid interns and volunteers are protected against unlawful discrimination and harassment.

Board Policy 0460 - Local Control and Accountability Plan

Policy updated to reflect NEW LAW (SB 114, 2023) which (1) requires numerous changes to the local control and accountability plan (LCAP) for use in the 2024-25 school year, and (2) adds "long-term English learners," defined by NEW LAW (SB 141, 2023) as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup. Policy also updated to add headers for clarity, align the structure of the policy with the LCAP process, and clarify references to the annual update and budget overview for parents/guardians.

Administrative Regulation 0460 - Local Control and Accountability Plan

Regulation updated to reflect NEW LAW (SB 114, 2023) which (1) requires numerous changes to the local control and accountability plan (LCAP) for use in the 2024-25 school year, and (2) adds "long-term English learners," defined by NEW LAW (SB 141, 2023) as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup. Regulation also updated to add "Timeline" section to provide greater specificity regarding required LCAP dates and recommended dates based on best practice, and reflect NEW LAW (SB 609, 2023) which requires districts to post the LCAP on the performance overview portion of the California School Dashboard.

Board Policy 0500 - Accountability

Policy updated to reflect that the U.S. Department of Education declined the California Department of Education's (CDE) waiver request that would have allowed for the continued use of modified methods for calculating the Academic and Graduation Rate Indicators, resulting in the California School Dashboard no longer including any modified methods applied to state indicators and all Dashboard Alternative School Status schools being treated the same as all other schools on the Dashboard. Policy also updated to reflect NEW LAW (SB 114, 2023) which (1) adds "long-term English learners,"

defined by NEW LAW (SB 141, 2023) as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup, (2) creates a new basis for technical assistance when the district fails to meet specified data submission requirements, and (3) specifies when the California Collaborative for Educational Excellence (CCEE) will consult with the district and any provider of technical assistance to determine if assistance from CCEE is necessary.

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 02/01/2014 | **Last Revised Date:** ~~05~~10/01/~~2018~~2023 | **Last Review Date:** ~~05~~10/01/~~2018~~2023

ed

CSBA NOTE: Education Code 234.1 **mandates** districts to adopt policy ~~and regulations~~as well as a process to ensure that district programs and activities are free from unlawful discrimination. Education Code 234.1 requires that the district's nondiscrimination policy include a statement that the policy applies to all acts related to a school activity or school attendance and, as amended by AB 1078 (Ch. 229, Statutes of 2023), to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district. Education Code 234.1, as amended by AB 1078, contains similar language regarding the County Board of Education and the County Superintendent of Schools.

In accordance with various provisions of state and federal law, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. Education Code 220~~, as amended by AB 699 (Ch. 493, Statutes of 2017),~~ prohibits discrimination based on race or ethnicity, nationality, immigration status, sex, sexual orientation, gender, gender identity, gender expression, religion, disability, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55. Education Code 260 prohibits discrimination based on age. Government Code 11135 prohibits discrimination based on ~~all~~many of the foregoing characteristics and on ~~age, disability, and~~ an individual's genetic information and medical condition. Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7) prohibits discrimination on the basis of race, color, and national origin. Title IX (20 USC 1681-1688) prohibits discrimination on the basis of sex., gender, gender identity, pregnancy, and parental status. The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) prohibit discrimination on the basis of disability. For policy language protecting students against discrimination and harassment, see BP/AR 5145.3 - Nondiscrimination/Harassment and BP/AR 5145.7 - Sexual Harassment.

Education Code 260 and 5 CCR 4900-4965 require the ~~Governing~~ Board to monitor district compliance with these state and federal laws. The federal laws are enforced by the Office for Civil Rights (OCR) of the U.S. Department of Education, and the California Department of Education (CDE) may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4670.

OCR's August 2023 Dear Colleague Letter, "Race and School Programming," states that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race. OCR's guidance also provides that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme.

Additionally, OCR's May 2023 Dear Colleague Letter, "Resource on Confronting Racial Discrimination in Student Discipline," published in conjunction with the U.S. Department of Justice (DOJ), states that a district's responsibility not to discriminate against students applies to any of its programs or activities, whether directly or through contractual or other arrangements.

Similarly, Government Code 12940 provides protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and harassment. on the basis of actual or

perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, or gender expression, and, as amended by SB 523 (Ch. 630, Statutes of 2022), includes reproductive health decisionmaking. For policy language addressing ~~these~~ protections against discrimination as they relate to volunteers, see BP 1240 – Volunteer Assistance, and in relation to employees, unpaid interns, and job applicants, see BP 4030

– Nondiscrimination in Employment.

~~The Governing~~This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decisionmaking, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; 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.

CSBA NOTE: Education Code 234.7~~, as added by AB 699 (Ch. 493, Statutes of 2017),~~ **mandates** that districts adopt policy consistent with the California Attorney ~~General's~~General's model policy contained in the Office of the Attorney ~~General's~~General's publication , "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist ~~California's~~California's K-12 Schools in Responding to Immigration Issues." That model policy includes statements regarding the equitable provision of services and a prohibition against the use of school resources or data for creating a registry based on specific characteristics. In addition, Government Code 8310.3~~, as added by SB 31 (Ch. 826, Statutes of 2017),~~ prohibits districts from disclosing information about immigration status or religion to federal government authorities for use in the compilation of a registry for immigration enforcement or otherwise assisting in the creation of such a registry. For more information regarding this mandate and appropriate responses to ~~citizenship~~ and immigration concerns, see BP/AR 5145.13 – Response to Immigration Enforcement.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board

may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

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 Board or 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 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

CSBA NOTE: Education Code 221.2-221.3 (, the California Racial Mascot Act), declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname. The following paragraph expands this prohibition to include any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

CSBA NOTE: Pursuant to Education Code 221.5, a district is required to permit a student to participate in sex-segregated school programs and activities, including athletic teams and competitions, and to use facilities consistent with the student's gender identity, regardless of ~~his/her~~the student's gender as listed on ~~his/her~~the student's educational records. See BP/AR 5145.3 - Nondiscrimination/Harassment.

For further information, see CSBA's ~~Updated~~ , "Legal Guidance~~: Protecting~~ on Rights of Transgender and Gender Nonconforming Students ~~Against Sex Discrimination.~~in Schools," and CSBA's Recently Asked Questions, "Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students."

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. ~~He/she~~The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report ~~his/her~~the findings and recommendations to the Board after each review.

~~All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures~~.

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, as described above, may be brought under the district's uniform complaint procedures (UCP) or may be filed directly with the Superintendent of Public Instruction

(SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

CSBA NOTE: Many nondiscrimination laws and regulations contain a notification requirement. For example, pursuant to 34 CFR 104.8 and 106.~~9~~8, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the basis of disability or sex in its educational programs or activities. In addition, Education Code 221.61 requires districts to post specified information relating to Title IX on their ~~web sites~~websites. To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

Pursuant to 34 CFR 104.8 and 34 CFR 106.~~9~~8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's ~~web site~~website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

CSBA NOTE: Education Code 234.7~~, as added by AB 699 (Ch. 493, Statutes of 2017),~~ requires the following notification. Information about the educational rights of all students is contained in the appendix of the Office of the Attorney General's publication , "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues."

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in English or the primary language. In addition, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

CSBA NOTE: Pursuant to the ADA and its implementing regulations, 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the ~~U.S. Department of Justice.~~DOJ.

In addition, pursuant to 28 CFR 35.136, a district must permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity. For language addressing this mandate, see AR 6163.2 - Animals at School. Districts with questions about compliance with the ADA should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

CSBA NOTE: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting or would be an undue burden, then the district need not provide them.

The requirement to provide services and aids extends to qualified individuals with speech, hearing, or vision disabilities who participate in Medi-Cal, and, in accordance with the Department of Health Care Services Policy and Procedure Letters No. 21-017R and No. 23-004, districts are required to have a plan to meet these alternative format requirements; see AR 5141.6 – School Health Services.

In addition, Government Code 54953.2 requires that all Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160 and 36.303). ~~In effect, the~~The district must ensure that such meetings are accessible to persons with disabilities and that, upon the request of any person with a disability, disability-related accommodations, such as auxiliary aids and services, are made available. Additionally, Government Code 54953, as amended by AB 2449 (Ch. 285, Statutes of 2022), requires boards to maintain and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the ADA, and to resolve any doubt in favor of accessibility. See BB 9320 - Meetings and Notices and BB 9322 – Agenda/Meeting Materials.

OCR has interpreted the ADA and Section 504 of the Rehabilitation Act of 1973 to include the requirement that district ~~web sites~~websites be accessible to individuals with disabilities. See ~~the~~ OCR's June 2010 and May 2011 Dear Colleague Letters and BP 1113 - District and School ~~Web Sites~~Websites.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate

in or

enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school ~~web sites~~websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or ~~principal~~designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

CSBA NOTE: Pursuant to 28 CFR 35.107, a district that has 50 or more employees is required to designate at least one employee to coordinate the district's efforts to comply with the ADA. The designated employee could be the same individual or position responsible for the district's compliance with state and federal laws and regulations governing educational programs as identified in the district's ~~uniform complaint~~UCP procedures. The following paragraph, which identifies the person or position identified in the AR 1312.3 - Uniform Complaint Procedures as the responsible employee, may be modified if the district chooses to designate another person or position.

The individual identified in ~~AR~~Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. ~~He/she~~The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

_____
(title or position)
_____
(address)
_____
(telephone number)
_____
(email)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 48980	Parent/Guardian notifications

Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51007	Legislative intent; state policy
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Gov. Code 11000	Definitions
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 54953	Meetings; Americans with Disabilities Act accessibility
Gov. Code 54953.2	Brown Act compliance with Americans with Disabilities Act
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment

Federal	**Description**
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.~~61~~82	Discrimination on the basis of sex; effectuating Title IX
~~34 CFR 106.9~~	~~Severability~~
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended

Management Resources	Description
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment (https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/01/Workplace-Discrimination-Poster_ENG.pdf)
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 23-004, February 2023
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 21-017R, December 2021
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 (https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf)
CSBA Publication	~~Updated~~ Legal Guidance~~:~~ ~~Protecting~~ on Rights of Transgender and Gender Nonconforming Students ~~Against Sex Discrimination, March 2017~~in Schools, October 2022 (https://www.csba.org/-/media/CSBA/Files/Advocacy/LegalAdvocacy/Legal-Guidance-Transgender-Legal-10-2022.ashx?la=en&rev=a3fb600ee6d640598c038dfceaef871c)
CSBA Publication	Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students, Recently Asked Questions, August 2023
U.S. Department of Justice Publication, Civil Rights Division Publication	Guidance on Web Accessibility and the ADA, March 2022
U.S. Department of Justice, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, ~~June 2003~~February 2020 (https://www.ada.gov/resources/accessibility-govt-websites/)
U.S. Department of Justice, Civil Rights Division Publication	2010 ADA Standards for Accessible Design, September 2010 (https://www.ada.gov/law-and-regs/design-standards/2010-stds/)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter~~,~~ ~~May 26, 2011~~: Race and School Programming, August 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201105-pse.pdf)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Electronic Book Readers, June 29, 2010 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20100629.pdf)

U.S. DOE, Office for Civil Rights Publication	~~Dear Colleague Letter: Title IX Coordinators, April 2015~~Supporting Transgender Youth in School, June 2021 (https://www2.ed.gov/about/offices/list/ocr/docs/ed-factsheet-transgender-202106.pdf)
U.S. DOE, Office for Civil Rights and U.S. DOJ, Civil Rights Division Publication	~~Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016~~Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/tvi-student-discipline-resource-202305.pdf)
U.S. DOE, Office for Civil Rights Publication	Nondiscrimination in Employment Practices in Education, August 1991 (https://www2.ed.gov/about/offices/list/ocr/docs/hq53e8.html)
~~U.S. DOE, Office for Civil Rights Publication~~	~~Notice of Non-Discrimination, Fact Sheet, August 2010~~
Website	CSBA District and County Office of Education Legal Services
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	Pacific ADA Center
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	California Office of the Attorney General
Website	California Safe Schools Coalition
Website	CSBA
Website	California Department of Education
Website	California Civil Rights Department
Website	California Department of Health Care Services (https://www.dhcs.ca.gov/)
Website	U.S. Equal Employment Opportunity Commission
Website	U.S. Department of Education, Office for Civil Rights
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Cross References

Code	Description
0100	Philosophy
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan

1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1330	Use Of School Facilities
1330	Use Of School Facilities
1330-E(1)	Use Of School Facilities
3260	Fees And Charges
3260	Fees And Charges
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3311	Bids
3311	Bids
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers

3530	Risk Management/Insurance
3530	Risk Management/Insurance
3540	Transportation
3541.2	Transportation For Students With Disabilities
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3600	Consultants
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4033	Lactation Accommodation
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4111	Recruitment And Selection
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.22	Dress And Grooming
4131	Staff Development
4144	Complaints
4144	Complaints
4161.8	Family Care And Medical Leave

4211	Recruitment And Selection
4211.2	Legal Status Requirement
4211.2	Legal Status Requirement
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.22	Dress And Grooming
4244	Complaints
4244	Complaints
4261.8	Family Care And Medical Leave
4311	Recruitment And Selection
4311.2	Legal Status Requirement
4311.2	Legal Status Requirement
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.22	Dress And Grooming
4331	Staff Development
4344	Complaints
4344	Complaints
4361.8	Family Care And Medical Leave
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5126	Awards For Achievement
5126	Awards For Achievement

5131.2	Bullying
5131.2	Bullying
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.6	School Health Services
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
6000	Concepts And Roles
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program

6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.3	Civic Education
6142.5	Environmental Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6143	Courses Of Study
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6158	Independent Study
6158	Independent Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6162.5	Student Assessment
6163.1	Library Media Centers
6163.2	Animals At School
6163.2	Animals At School
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504

6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.4	Education for American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education
6200	Adult Education
6200	Adult Education

7110	Facilities Master Plan
7111	Evaluating Existing Buildings
7310	Naming Of Facility
9150	Student Board Members
9220	Governing Board Elections
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Reviewed Date:** 06/13/2019

The Board of Education is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; 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.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee may annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services.

Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Executive Director of Human Resources

4350 Otay Mesa Road, San Ysidro, CA 92173

(619) 428-4476 Ext. 3012

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51007	Legislative intent: state policy - https://simbli.eboardsolutions.com/SU/rSs3XcjMplusiyiZufplusrw9FAg==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Gov. Code 11000	Definitions - https://simbli.eboardsolutions.com/SU/GNzfFek85HXbSvwoUxtE0g==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Gov. Code 12900-12996	Fair Employment and Housing Act - https://simbli.eboardsolutions.com/SU/kYDZnuplusf3qJV95L7E0pUzw==
Gov. Code 54953	Meetings; Americans with Disabilities Act accessibility
Gov. Code 54953.2	Brown Act compliance with Americans with Disabilities Act - https://simbli.eboardsolutions.com/SU/v7uv14REv9rEKaIf6yMBTQ==
Gov. Code 8310.3	California Religious Freedom Act - https://simbli.eboardsolutions.com/SU/ieDxfpzwHLuflv9SQwuY6g==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==
Pen. Code 422.6	Crimes; harassment - https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWDfn4F58wg==

Federal References	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act - https://simbli.eboardsolutions.com/SU/9yof5kixbBlok9FzhxqqWg==
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended

Management Resources References	Description
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment - https://simbli.eboardsolutions.com/SU/SZR7LKID5MOFIwkdy7EQ6w==
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 21-017R, December 2021
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 23-004, February 2023
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 - https://simbli.eboardsolutions.com/SU/ooeCURkNWJynAeTolIv07A==
CSBA Publication	Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students, Recently Asked Questions, August 2023
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 - https://simbli.eboardsolutions.com/SU/TJrCO83d42yQSTw6naAD0w==
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U.S. DOE, Office for Civil Rights Publication	Supporting Transgender Youth in School, June 2021 - https://simbli.eboardsolutions.com/SU/EdislshEshdToxg7RvLBCqplus6w==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011 - https://simbli.eboardsolutions.com/SU/njWlHz8d63U5Wq9SDmfYgw==
U.S. DOE, Office for Civil Rights Publication	Nondiscrimination in Employment Practices in Education, August 1991 - https://simbli.eboardsolutions.com/SU/SYVOixXMVfAhNslshZslshGtlPtA==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 - https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYYA==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Electronic Book Readers, June 29, 2010 - https://simbli.eboardsolutions.com/SU/oOSgDlAgdpaiqMe0Va2jxw==

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U.S. DOJ, Civil Rights Division Publication	Guidance on Web Accessibility and the ADA, March 2022
U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020 - https://simbli.eboardsolutions.com/SU/eCe8usyT7YdqvlUjlZpFyg==
U.S. DOJ, Civil Rights Division Publication	2010 ADA Standards for Accessible Design, September 2010 - https://simbli.eboardsolutions.com/SU/xIX9Rtp6OBgJ02jtplusrUfjA==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	World Wide Web Consortium, Web Accessibility Initiative - https://simbli.eboardsolutions.com/SU/hqb27CeNzty0cZUAlpgPnQ==
Website	Pacific ADA Center - https://simbli.eboardsolutions.com/SU/uYZsxL72Raxf0FvsX5djWQ==
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section - https://simbli.eboardsolutions.com/SU/9sZBTK5qxS65pFYo7h6ktA==
Website	California Safe Schools Coalition - https://simbli.eboardsolutions.com/SU/WemZSl34fz0YvWHUM4trDg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	California Civil Rights Department - https://simbli.eboardsolutions.com/SU/RlslshmyzTCzMSVplus4uuCqYvZA==
Website	U.S. Equal Employment Opportunity Commission - https://simbli.eboardsolutions.com/SU/vWZpgy5hWTz73t9BVEDPpA==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	California Department of Health Care Services - https://simbli.eboardsolutions.com/SU/slshcbdN8s1slshplus8ePOCd4fpQ7Q==
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Cross References	**Description**
0100	Philosophy - https://simbli.eboardsolutions.com/SU/KQuinamDQiK9aw3ZuW0UiQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/zGykZWyhUtslshK4P5FzBVkCg==
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1113-E PDF(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/w7nYKjqtVfwCcpawAntpluspg==
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1113-E(2)	District And School Websites - https://simbli.eboardsolutions.com/SU/OJFrHgjxslsh8BBtKyAl9ysjg==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/MKhwBGMweE1slshNFFV07El6A==
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1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
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1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/kULyVExq5jmffOk5YNKJQw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
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1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
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1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/WaWZslshVX95yzHAlbehiHplusplusw==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/78ekWcFPdeJYByBG2hc7tw==

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3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/4jRHUfaUfv4zxjwR1ydrpA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3311	Bids - https://simbli.eboardsolutions.com/SU/TXCclHAPO4AvqlRkslshIGT6g==
3311	Bids - https://simbli.eboardsolutions.com/SU/jHXslshhuH1ODO42bslshtBiWLmQ==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/ThjcPyO0ekUJ2UV3ySsQiQ==
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3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/Jq6plusqrzxnKCsHCplusF6tVuQw==
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3541.2	Transportation For Students With Disabilities - https://simbli.eboardsolutions.com/SU/CkZkCl5GKSusAnqQiDzUDA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/SmPxZZhOmKrDoOuslshmeXVqQ==
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3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/lAJDgoYlIDjrGK0VsaiTUA==
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3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/KpSlgZ2FPbW1xwYtO2IwpA==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/moaZkISdlwmOsXWZslshJVDeA==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/I7xazfmPT9pSxWVVLXhoAA==
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3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/bAccc4mn5slshgN2C6y0PpnWg==
3600	Consultants - https://simbli.eboardsolutions.com/SU/2syo8LTslsh3bq17jygmQYpPw==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/NrEVwMw6PJJDL4bplus1RslshmwQ==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/slshVbQa5lcplus7jCyplusN0vaOJnw==

4032	Reasonable Accommodation - https://simbli.eboardsolutions.com/SU/IP2ckslshv29XTxZtLjhslsh3MLg==
4033	Lactation Accommodation - https://simbli.eboardsolutions.com/SU/T0scHHvuAUFPuitvQL2Tuw==
4040	Employee Use Of Technology - https://simbli.eboardsolutions.com/SU/plusFzT0dMUpYAiXaMJslshzjDfA==
4040-E PDF(1)	Employee Use Of Technology - https://simbli.eboardsolutions.com/SU/LNC8SKjG1NGZG0P1UplusRMEg==
4111	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/plusxD1AEfA9V7ss5plusgDNHDkw==
4111.2	Legal Status Requirement - https://simbli.eboardsolutions.com/SU/yoasV0jhkOLoxWp24Tb6wg==
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4119.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/fkKpWrGocWplusjGcWuQNrIjg==
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4119.21	Professional Standards - https://simbli.eboardsolutions.com/SU/V3T4HFszBjOHIgMslshjNbc8g==
4119.21-E PDF(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/mQy8e2IeTPMPiWOH1fNu7g==
4119.22	Dress And Grooming - https://simbli.eboardsolutions.com/SU/fgjplusQUi01Pti0co3GgAhfw==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEIy1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
4161.8	Family Care And Medical Leave - https://simbli.eboardsolutions.com/SU/rZwdH7v3D5w09kCqtb2aqg==
4211	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/cDFj5C3slsh0spRWKmYYpRyLA==
4211.2	Legal Status Requirement - https://simbli.eboardsolutions.com/SU/JFhrEwG9PYTIcpMboyplus3fQ==
4211.2	Legal Status Requirement - https://simbli.eboardsolutions.com/SU/Ba8FYQDHHCAUsNmzbOPp6w==
4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Whi8UKXYLR1N5t2qid1APg==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/bKgNwdQAUULSpluscGFRsLmXQ==
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4311	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/vtQsSxlSWQT65vWD0ounIw==
4311.2	Legal Status Requirement - https://simbli.eboardsolutions.com/SU/oxo81WyGUr6prQH6lCxOEw==
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4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/VQbO5zeg9aWBJyfIPAVADQ==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/TN2PDxjjZhNlWdb1qB5MSA==
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4319.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/YOOZmnslshIAplusAKslshuOCt7xRVw==
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4319.21	Professional Standards - https://simbli.eboardsolutions.com/SU/ePMKB68yqZCM4HYjmZ7WzQ==
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4319.22	Dress And Grooming - https://simbli.eboardsolutions.com/SU/pzY4AJcMikRFV2BTXOslshshQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
4361.8	Family Care And Medical Leave - https://simbli.eboardsolutions.com/SU/F3nrPHcEMIrPfAMFoKom6w==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5116.2	Involuntary Student Transfers - https://simbli.eboardsolutions.com/SU/eET8laNj0WDMfRw84Gl1Rw==

5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/AVChH8plusSyslshvjzeplusGFxFJWA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/LBi913slshOg6sE9sNUUjspJA==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/kWRplusbnOoZSlWwJmVGTs0Zw==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/O9dpMNxs57RsmdEMWPQ4slshw==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/LUPslsh3GOwWlPrzOFht6vpluskg==
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5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/2T1mTLq74Hq2gHTob4plusDOw==
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5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/RIEajRrHVHaPY49S8F93Cg==
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5145.13	Response To Immigration Enforcement - https://simbli.eboardsolutions.com/SU/R3FcYAwKSkHz7pO9Y0rQlQ==
5145.13	Response To Immigration Enforcement - https://simbli.eboardsolutions.com/SU/HrCj1lQplusf445eslsh3plus9b8PXg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
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5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/l8t8YmbBtflYlmdwbnRbEw==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PKu1VD5F78ewJR2U04xZ7Q==
5145.71	Title IX Sexual Harassment Complaint Procedures - https://simbli.eboardsolutions.com/SU/rIPt6W67iUFeHhgQCVy0hA==
5145.71-E PDF(1)	Title IX Sexual Harassment Complaint Procedures - https://simbli.eboardsolutions.com/SU/HKXzRslshCVeKag3slshMlk8wYCw==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/djdpluss5B8sXY5DFplusXDAoRUQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/8SJpluspF9Y2kDccXplusdIIw0yw==

5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLlijYQcBTww==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
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6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/LbSSlk56JLiE1txjsSaa7g==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/8plusPaMuEXplusYBmiXwqhtmFslshA==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/JBsAJao0anM9hZYuqfNMbA==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/oRdaYJ0PZupluswKIRwxLTaCQ==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/bxdO02orcknVGTfpbSK9vw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/hbGCDAbQPplusslshdSybFLnA10Q==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/pmsd7bmpISu6Rm8EpxeyPw==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/plusgYNOM1LVUk8aYpddRKtGg==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/AjyYJSIWIe0X1X9aYsrxDA==
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6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/cVcwWiAK3pCgNhfrC3plusGpA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/LEKRQIY1ERodUMIga3JmEQ==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/bpIfq6ODgTOqb5pKplusmrRlQ==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/ZbAwIfVztbG4fvTGJWBqAA==

6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/UbKCQZmet0V8Ya9gXCOw9A==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/JicadXYu8G69TDnua3slshVug==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/KSed8OKaYIQWDXMkS1v1Aw==
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6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.4	Education For American Indian Students - https://simbli.eboardsolutions.com/SU/iNkxwHkYk5grMihswbMOXQ==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViaylIA==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/y4cq1hSeYGrqEtIeJpLYEQ==

7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/akxhqyaIHRm9wbKJ3pz5Qg==
7310	Naming Of Facility - https://simbli.eboardsolutions.com/SU/wplusGBX5fLLXf6SpiTuXNBnQ==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/GNs102SgfXypOEiwUiFESA==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Policy 0460: Local Control And Accountability Plan
Original Adopted Date: 10/01/2017 | **Last Revised Date:** 12/01/~~2022~~2023 | **Last Reviewed Date:** 12/01/~~2022~~2023

Status: ADOPTED

CSBA NOTE: Education ~~Codes~~Code 52060-52077 require the Governing Board to adopt ~~and annually update~~, on or before July 1, a local control and accountability plan (LCAP~~).~~), an annual update to the LCAP, and a local control funding formula (LCFF) budget overview for parents/guardians. Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair~~;~~, (2) implementation of and student access to state academic content and performance standards~~;~~, (3) parent/guardian involvement and family engagement~~;~~, (4) student achievement~~;~~, (5) student engagement~~;~~, (6) school climate~~;~~, (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of supplemental and concentration grants under the ~~local control funding formula (LCFF));~~LCFF), and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities and goals. ~~Examples include priorities for student wellness and other conditions of children, professional development, community involvement, effective governance and leadership, and environmental literacy.~~ See the accompanying administrative regulation for further information about the required content of the LCAP.

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

CSBA NOTE: Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that districts must use to complete the LCAP~~. An~~ and the annual update, which, as amended by SB 114 (Ch. 48, Statutes of 2023), provides for numerous changes which are required to be adopted by SBE for use in the 2024-25 school year. Districts should ensure that they are using the most up-to-date template, an electronic version of ~~the template~~which is available on the California Department of Education's (CDE) ~~web site~~website.

The Board shall adopt a districtwide local control and accountability plan (LCAP~~),~~) and an annual update to the LCAP, based on the most up-to-date template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP and the annual update shall be adopted or updated, as required, on or before July 1 of each year ~~and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years.~~ . (Education Code 52060, 52064; 5 CCR 15494-15497)

~~CSBA NOTE: Education Code 52060 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052. In addition, several state priorities address programs and services for "unduplicated students," as defined in Education Code 42238.01-42238.02.~~

The LCAP and the annual update shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup

that is at risk of or is underperforming. (Education Code 52060, 52064)

~~Unduplicated students include students~~ An "unduplicated student" is a student who ~~are~~is eligible for free or reduced-price meals, who is an English ~~learners, and~~learner, or who is a foster youth, as defined in Education Code 42238.01 ~~for purposes of the local control funding formula (LCFF).~~ . (Education Code 42238.02)

CSBA NOTE: Education Code 52052, as amended by SB 114, has been expanded to include long- term English learners as a numerically significant subgroup, separate from English learners.
Pursuant to Education Code 52052, as amended by SB 141 (Ch. 194, Statutes of 2023), a "long-term English learner" is defined as a student who has not attained English language proficiency within seven years of initial classification as an English learner.

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and ~~homeless~~ students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth ~~or homeless~~, students~~.~~ experiencing homelessness, or long-term English learners. (Education Code 52052)

CSBA NOTE: Pursuant to Education Code 52064.3, ~~as added by AB 181 (Ch. 52, Statutes of 2022),~~ by January 31, 2025, an Individuals with Disabilities Education Act (IDEA) Addendum adopted by SBE relating to improvements in services for students with disabilities is required to be completed by districts that are identified by CDE as needing an improvement plan pursuant to 34 CFR 300.600-300.647. Such identified districts must comply with the requirements specified in the following paragraph.

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update ~~to the LCAP~~, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

CSBA NOTE: Except for the IDEA Addendum, the LCFF budget overview for parents/guardians, and the school plan for student achievement, districts are not required to align the LCAP with any other district strategic documents (e.g., District Strategic Plan, English Learner Master Plan, or Facilities Master Plan). However, districts are encouraged to align their LCAPs with other district strategic documents to ensure consistent implementation.

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

CSBA NOTE: Pursuant to Education Code 52064.1, districts are required to develop an LCFF budget overview for parents/guardians in conjunction with, and attached as a cover to, the LCAP and the annual update ~~to the LCAP~~. The budget overview is subject to the requirements of

Education Code 52062 and 52070 pertaining to the adoption, review, and approval of the LCAP and the annual update.

As part of the ~~LCAP~~ adoption of the LCAP and the annual update ~~to the LCAP~~, the Board shall separately adopt ~~an LCFF~~a local control funding formula budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. ~~(Education Code 52064.1)~~

~~Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures.~~ (Education Code 52064.1)

~~**Plan Development**~~

~~The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures~~

Advisory Committees

~~CSBA NOTE: Education Code 52060 requires consultation on plan development with all of the groups listed below.~~

~~5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations. The district may expand the following paragraph to reflect district practice.~~

CSBA NOTE: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee and, if district enrollment includes at least 15 percent English learners, an English learner parent advisory committee to review and comment on the LCAP and the annual update. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15945. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by law.

Education Code 52063 requires the LCAP parent advisory committee to include parents/guardians of currently enrolled students with disabilities.

~~The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students.~~

Public Review and Input

CSBA NOTE: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee and, if district enrollment includes at least 15 percent English learners, an English learner parent advisory committee to review and comment on the LCAP. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15945. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by law.

Education Code 52063, as amended by AB 181, requires the LCAP parent advisory committee to include parents/guardians of currently enrolled students with disabilities.

The Board shall establish a parent advisory committee to provide advice on the LCAP. The committee, which shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above and parents/guardians of students with disabilities. and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

CSBA NOTE: The following paragraph is for districts serving middle and/or high school students. Education Code 52063, as amended by SB 997 (Ch. 922, Statutes of 2022), requires, beginning July 1, 2024, districts serving middle or high school students to include two students as full members of the existing parent advisory committee or establish a student advisory committee to provide advice to the Board and the Superintendent or designee. Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, as described below. Districts that do not serve middle or high school students may delete the following paragraphs relating to student advisory members.

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

CSBA NOTE: The following paragraph is required in relation to parent advisory committees, pursuant to Education Code 52062. For consistency, it is recommended that the same treatment be afforded a student advisory committee established to advise the Board and Superintendent.

The Superintendent or designee shall present the LCAP ~~to the~~and the annual update to each of these committee(s) before ~~it is~~they are submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

LCAP Development and Consultation

The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. **Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.**

CSBA NOTE: Education Code ~~52062~~52060 requires ~~notification to the public~~consultation on LCAP development with all of the groups listed below. **The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.**~~opportunity~~

5 CCR 15495 defines what it means to ~~submit written comments on the proposed~~ ~~LCAP~~consult with students, including ~~notification in~~unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the use of existing advisory committees, solicitation of feedback from the ~~primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more~~groups after drafts of the ~~students in a~~LCAP and annual update are available, discussion of the LCAP and the annual update at staff meetings, and communication with parent organizations, student councils, school ~~speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications~~site councils, or other established committees or organizations. The district may expand the list with whom the district seeks consultation.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. **(Education Code 52060; 5 CCR 15495)**~~The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP.~~

CSBA NOTE: Pursuant to Education Code 305, the LCAP parent/guardian and community engagement process must include solicitation of input on language acquisition programs. See BP/AR 6174 – Education for English Learners for further information regarding the types of language acquisition programs that may be offered.

~~All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985~~.

~~CSBA NOTE: Pursuant to Education Code 305, the LCAP parent/guardian and community engagement process must include solicitation of input on language acquisition programs. See BP/AR 6174 - Education for English Learners for further information regarding the types of language acquisition programs that may be offered.~~

As part of the parent/guardian and community engagement process, the district shall solicit input

on effective and appropriate instructional methods, including, but not limited to, establishing

language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

~~CSBA NOTE: Pursuant to Education Code 42127, the Board must not adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.~~

CSBA NOTE: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP and the annual update, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students ~~must be written in the primary language as well as in English; see BP 5145.6 – Parental~~ Notifications.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. **The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending**
notices by mail. All written notifications related to the LCAP and the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. **(Education Code 52062)**

CSBA NOTE: Pursuant to Education Code 42127, the Board must not adopt a district budget until the LCAP is in place for the budget year; see BP 3100 – Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. and the annual update. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and ~~AR~~Board Policy 3100 ~~–~~ Budget. (Education Code ~~42127,~~ 52062)

Adoption ~~of the Plan~~and Submission

The Board shall adopt the LCAP and the annual update prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~(Education Code 52062)~~

~~The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)~~

~~**Submission of Plan to County Superintendent of Schools**~~

CSBA NOTE: Education Code 52070 requires the district to submit the LCAP and the annual update to the County Superintendent, who may seek written clarification of the contents ~~of the plan~~ and may submit recommendations for amendments as provided below. The County Superintendent is required to approve the LCAP and the annual update on or before October 8 if it is determined that (1) the LCAP ~~adheres~~and the annual update adhere to the template adopted by SBE and follows any SBE instructions or directions for completing the template;, (2) the district budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP;, and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

~~Education Code 52064.1 requires the district to file the LCFF budget overview for parents/guardians with the County Superintendent to be reviewed for adherence with the template adopted by the SPI. If the budget overview is not approved, the County Superintendent will withhold approval of the LCAP and will provide technical assistance pursuant to Education Code 52071.~~

Not later than five days after adoption of the LCAP, the annual update, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the annual update, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP and the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments ~~to the LCAP~~ within 15 days of receiving the ~~Board's~~Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the ~~district's~~district's LCAP and the annual update, the Board shall accept technical assistance from the County Superintendent focused on revising the ~~plan so that it can be approved. (Education Code 52071)~~ LCAP and the annual update so that they can be approved. (Education Code 52071)

~~Monitoring Progress~~ Revisions

The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Monitoring Progress and Complaints

CSBA NOTE: The following optional paragraph may be revised to reflect the ~~district's~~district's timeline for reviewing the progress and effectiveness of strategies included in the LCAP. Reports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the

~~district's~~district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 – Uniform Complaint Procedures. **(Education Code 52075)**

Technical Assistance

CSBA NOTE: Pursuant to Education Code 52071, ~~when a school or a numerically significant student subgroup is not making sufficient progress toward its LCAP goals,~~if the County Superintendent ~~may be required to provide~~does not approve a district's LCAP and annual update, including the annual update and the budget overview for parents/guardians, then technical assistance ~~or the Board may request technical assistance. In addition, the Superintendent of Public Instruction may intervene in any school which has been identified as in need of intervention based on criteria specified in Education Code 52072. Pursuant to Education Code 52059.5, CDE has established a unified system of support for districts and schools that meets state requirements as well as federal Title I requirements and ensures consistency between technical assistance~~ is required to be provided ~~under both sets of requirements.~~. For more information regarding intervention and technical assistance, see BP 0500 – Accountability and BP 0520 - Intervention ~~for~~in Underperforming Schools.

~~The Superintendent or designee shall seek and/or~~ If the district's LCAP and the annual update are not approved, the district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071 ~~or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.~~

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair
Ed. Code 305-306	English language education
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation
Ed. Code 41020	Requirement for annual audit
Ed. Code 41320-41322	Emergency apportionments

Ed. Code 42127	Public hearing on budget
adoption Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 47604.33	Submission of reports by charter schools
Ed. Code 47606.5	Charter schools; local control and accountability plan
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 52052	Numerically significant student subgroups
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52302	Regional occupational centers and programs
Ed. Code 52372.5	Linked learning program
Ed. Code 54692	Partnership academies
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission
Ed. Code 60900	California Longitudinal Pupil Achievement Data System
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 99300-99301	Early Assessment Program
W&I Code 300	Dependent child of the court

Federal	**Description**
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds; local plans
34 CFR 300.600-300.647	Education of students with disabilities; monitoring, enforcement, confidentiality, and program information
34 USC 300.600	State monitoring and enforcement

Management Resources	**Description**
~~CA~~California Department of Education Publication	California School Accounting Manual
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	LCFF Frequently Asked Questions

California Department of Education Publication	Local Control and Accountability Plan and Annual Update (LCAP) Template
California Department of Education Publication	California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013
California Department of Education Publication	California Common Core State Standards: Mathematics, rev. 2013
California Department of Education Publication	California English Language Development Standards, 2012
California Department of Education Publication	California School Dashboard
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
CSBA Publication	The California School Dashboard and Small Districts, October 2018
CSBA Publication	Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
CSBA Publication	LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
Website	CSBA District and County Office of Education Legal Services
Website	California School Dashboard
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
0000	Vision
0400	Comprehensive Plans
0415	Equity
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education

0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0500	Accountability
0520	Intervention In Underperforming Schools
0520.1	Comprehensive And Targeted School Improvement
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2121	Superintendent's Contract
2210	Administrative Discretion Regarding Board Policy
3100	Budget
3100	Budget
3110	Transfer Of Funds
3231	Impact Aid
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3517	Facilities Inspection
3517-E(1)	Facilities Inspection

3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4112.2	Certification
4112.2	Certification
4113	Assignment
4113	Assignment
4131	Staff Development
4140	Bargaining Units
4231	Staff Development
4240	Bargaining Units
4315	Evaluation/Supervision
4331	Staff Development
4340	Bargaining Units
5030	Student Wellness
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5137	Positive School Climate
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.9	Hate-Motivated Behavior
5147	Dropout Prevention
5148.2	Before/After School Programs
5148.2	Before/After School Programs
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement

6120	Response To Instruction And Intervention
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.5	Environmental Education
6142.92	Mathematics Instruction
6142.93	Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504

6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173	Education For Homeless Children

6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.4	Education For American Indian Students
6174	Education For English Learners
6174	Education For English Learners
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6179	Supplemental Instruction
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program
7110	Facilities Master Plan
9230	Orientation
9310	Board Policies
9320	Meetings And Notices

Policy 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 03/09/2023 **| Last Reviewed Date:** 03/09/2023

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update to the LCAP, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

Public Review and Input

The Board shall establish a parent advisory committee to provide advice on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

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

State References	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair - https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==
Ed. Code 305-306	English language education - https://simbli.eboardsolutions.com/SU/06pplusBNltDUp1CvxgIxA8ag==
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation - https://simbli.eboardsolutions.com/SU/fHLZMTNK0kTxNbiUMNuXslshQ==
Ed. Code 41020	Requirement for annual audit - https://simbli.eboardsolutions.com/SU/etPttuB7Ulj1NltnPw7cGg==
Ed. Code 41320-41322	Emergency apportionments - https://simbli.eboardsolutions.com/SU/X9fslshC2BSMPq4PWQ0hV74NQ==
Ed. Code 42127	Public hearing on budget adoption - https://simbli.eboardsolutions.com/SU/UhVlk9I4Og338Zfkf1wXQg==
Ed. Code 42238.01-42238.07	Local control funding formula - https://simbli.eboardsolutions.com/SU/MrQAwtplkk0u2Rj8qAqmyQ==
Ed. Code 44258.9	County superintendent review of teacher assignment - https://simbli.eboardsolutions.com/SU/cppLhTJNOaBPBuldWZudCw==

Ed. Code 47604.33	Submission of reports by charter schools - https://simbli.eboardsolutions.com/SU/gA5pgigYGSeewr5KUkegIw==
Ed. Code 47606.5	Charter schools; local control and accountability plan - https://simbli.eboardsolutions.com/SU/c7G8Es7VvCLeeJn26kSHPw==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51220	Course of study for grades 7-12 - https://simbli.eboardsolutions.com/SU/MGyuoplus3Nh045sYW3qjmjjA==
Ed. Code 52052	Numerically significant student subgroups - https://simbli.eboardsolutions.com/SU/wGe4pOjRslshjsTfWIo3rs0EA==
Ed. Code 52059.5	Statewide system of support - https://simbli.eboardsolutions.com/SU/FeOETX8ebgjS8BNeW4qTGA==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 52302	Regional occupational centers and programs - https://simbli.eboardsolutions.com/SU/S1x8PhVK3XPjsG4soLZITg==
Ed. Code 52372.5	Linked learning program - https://simbli.eboardsolutions.com/SU/u2LihZgqKea4ghj213DNdw==
Ed. Code 54692	Partnership academies - https://simbli.eboardsolutions.com/SU/Nrc7slshAg19jrwpFyQ1uFgIg==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission - https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjIF7mQ==
Ed. Code 60900	California Longitudinal Pupil Achievement Data System - https://simbli.eboardsolutions.com/SU/Xhplus6RDAeVyLMk9JRiYPUfg==
Ed. Code 64001	School plan for student achievement; consolidated application programs - https://simbli.eboardsolutions.com/SU/upluszkLmgwIL58slshU3z7Tsm3w==
Ed. Code 99300-99301	Early Assessment Program - https://simbli.eboardsolutions.com/SU/slshpS4koCwPASGBwOIcvb7oA==
W&I Code 300	Dependent child of the court - https://simbli.eboardsolutions.com/SU/tikb1GZidxslshtubKJ1lAOpA==

Federal References	**Description**
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds; local plans
34 CFR 300.600-300.647	Education of students with disabilities; monitoring, enforcement, confidentiality, and program information
34 USC 300.600	State monitoring and enforcement

Management Resources References	**Description**
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	LCFF Frequently Asked Questions
California Department of Education Publication	Local Control and Accountability Plan and Annual Update (LCAP) Template

California Department of Education Publication	California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013
California Department of Education Publication	California Common Core State Standards: Mathematics, rev. 2013
California Department of Education Publication	California English Language Development Standards, 2012
California Department of Education Publication	California School Dashboard
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
California Department of Education Publication	California School Accounting Manual - https://simbli.eboardsolutions.com/SU/la6rElHDCWXcWau3KBZu1Q==
CSBA Publication	The California School Dashboard and Small Districts, October 2018
CSBA Publication	Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
CSBA Publication	LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California School Dashboard - https://simbli.eboardsolutions.com/SU/nByAQc3f1HBdKN6yplusFYMtg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	**Description**
0000	Vision - https://simbli.eboardsolutions.com/SU/u5qD89SrQMplus85pcm4Ju8ww==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XlDZTxIpfL2ugw==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnIHxqp09IZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/zN80f3iUph4ipailF5vddg==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/gXMnc2CASxUErNp4hzfBVA==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/60nDGvzSLhSSTgef8ShUtA==
0420.41-E PDF(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/LysOPM557YPs92qbRXq8pg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/wE2alIgJHYShAzoZJis37g==
0420.41-E(2)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/nG0Zr6z5YLXvaWchw07Xaw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/Hslsh3YFhhJGmAplus2VouBDRAsA==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/vv5CwdZakD4RbAslsh85YYVgg==

0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
0520.1	Comprehensive And Targeted School Improvement - https://simbli.eboardsolutions.com/SU/QTdCLY19NJsJ2FfNA2M0sg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/zGykZWyhUtslshK4P5FzBVkCg==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/92wfmcN541FlED53K1C2Uw==
1113-E PDF(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/w7nYKjqtVfwCcpawAntpluspg==
1113-E(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/Uf3YpSEplusOyslqUTeEEQMbw==
1113-E(2)	District And School Websites - https://simbli.eboardsolutions.com/SU/OJFrHgjxslsh8BBtKyAl9ysjg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==

1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/SrcoN8hwjplusCBpsEGTwmpaQ==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/DYgYwNUc3KVMCJCgFYXslshLQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/aC8PPargIbjIhplusnObjfp2g==
3100	Budget - https://simbli.eboardsolutions.com/SU/0onvwoV1fxbpJr5OyAa8nA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/7e1gYbBPTeclM7Q1Mv48rA==
3231	Impact Aid - https://simbli.eboardsolutions.com/SU/7Ap579LQSLQa4LplussekulFA==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/Mx5SX6pyrCC2rzhllkUCSw==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/w1UWVRblvzFSH5gGf79KGA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/eL7YUxCKnubQJPnNplusTyAJA==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/x6S9ocBBuKNsqUADxQLRCw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/KpSlgZ2FPbW1xwYtO2IwpA==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/moaZkISdlwmOsXWZslshJVDeA==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4113	Assignment - https://simbli.eboardsolutions.com/SU/8TGgSGrhlGDT3a1Y0kfN5A==
4113	Assignment - https://simbli.eboardsolutions.com/SU/WslshslsheslshYeJGKmOdpUu98PFTw==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4140	Bargaining Units - https://simbli.eboardsolutions.com/SU/QCnzcaBJ1WToRTrvIFYcCA==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4240	Bargaining Units - https://simbli.eboardsolutions.com/SU/B89mUFIJXfK48I6UIcN6mw==
4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/UdQGNJ46U3p26PI80PL6cQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/dv0vgSXwislshplusamplusr6pQzcslshQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==

5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFQow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vlSn1r6gykvA5Z6plusJSeg==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
5147	Dropout Prevention - https://simbli.eboardsolutions.com/SU/MfyKHSPWgTOMUMcbEnYL4w==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLlijYQcBTww==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6120	Response To Instruction And Intervention - https://simbli.eboardsolutions.com/SU/dEp4ldh5BcjpnZ6dDslshCGbw==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/oRdaYJ0PZupluswKIRwxLTaCQ==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6151	Class Size - https://simbli.eboardsolutions.com/SU/FplusvStgc8s1rUk6PQHcJ6RA==

6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/cVcwWiAK3pCgNhfrC3plusGpA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/LEKRQIY1ERodUMIga3JmEQ==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/XyDBUL4JXDF4l0RuiCx52g==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/EG8hLnoLTljUh0pMVaxVUg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/TmZ3V9hBhQTlZzpfmXIKEg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/evlgoJdiV3OVQakeqroGOQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/JtQDlrkSo9aktbt4cbmG5g==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/9kuifz9ovp2U1ldnNuPhJg==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/KSed8OKaYIQWDXMkS1v1Aw==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uiyfKoElFv7NzUrqNslshftGw==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==

6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.4	Education For American Indian Students - https://simbli.eboardsolutions.com/SU/iNkxwHkYk5grMihswbMOXQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/XxglTbD6thnD1iDuJMYSqQ==
6179	Supplemental Instruction - https://simbli.eboardsolutions.com/SU/CE1yeUeHtTBGZocGRqIslshnQ==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==
9230	Orientation - https://simbli.eboardsolutions.com/SU/plusjxAYSEslshNFawGZOpf7KxWg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/yaMTwdI9DALoCYwkKwgn0w==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==

Regulation 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 10/01/2017 | **Last Revised Date:** 12/01/~~2022~~2023 | **Last Reviewed Date:** 12/01/~~2022~~2023

CSBA NOTE: Education ~~Codes~~Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). See the accompanying Board policy for information about ~~plan~~LCAP development and ~~monitoring~~.

Goals and Actions Addressing State and Local Priorities

CSBA NOTE: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, ~~and homeless~~ students, experiencing homelessness, and, as amended by SB 114 (Ch. 48, Statutes of 2023), long-term English learners when there are at least 30 students in the subgroup (or at least 15 foster youth ~~or homeless~~, students experiencing homelessness, or long-term English learners) in the school or district.

~~In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF), "unduplicated students" are defined by~~ Pursuant to Education Code ~~42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy~~52052, as amended by SB 141 (Ch. 194, Statutes of 2023), a "long- term English learner" is defined as a student who has not attained English language proficiency within seven years of initial classification as an English learner.

The district's local control and accountability plan (LCAP) ~~and annual updates~~ shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and ~~homeless~~ students. experiencing homelessness. The LCAP shall identify goals for each of the following state priorities:

    a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards- aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

    b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

CSBA NOTE: Education Code 52060 provides that family engagement may include, but not be limited to, efforts by the district and schools to apply research-based practices, such as welcoming all families into the school community, engaging in effective two-way communication, supporting student success, and empowering families to advocate for equity and access. It may also include partnering with families to inform, influence, and create practices and programs that support student success and collaboration with families and the broader community, expand student learning opportunities, and promote civic participation.

c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

d. Student achievement, as measured by all of the following as applicable:

   i. Statewide assessments of student achievement

   ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE- approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs

   iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

   iv. The English learner reclassification rate

   v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

   vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

CSBA NOTE: In addition to goals aligned with the state priorities described in Item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. Optional Item #2 below may be revised to reflect local priorities.

2. Any goals identified for any local priorities established by the Governing Board.

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in Items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

CSBA NOTE: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the Superintendent of Public Instruction ~~(SPI),~~, with approval of the State Board of Education (SBE) and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For purposes of the descriptions required by Items #1-3 above, the ~~Board~~Superintendent or designee may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the ~~Board and~~ Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

CSBA NOTE: The following section is for use by districts that receive local control funding formula (LCFF) supplemental and/or concentration grant funds. Such districts are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students; see BP 3100 - Budget. 5 CCR 15494-15496 specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis

2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas

3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Timeline ~~of the Plan~~

~~CSBA NOTE: Education Code 52065 requires the district to prominently post its LCAP, any annual update or revisions to the LCAP, and LCFF budget overview for parents/guardians on the homepage of its web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site.~~

~~Beginning July 1, 2025, if the district is identified by SBE as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028.~~CSBA NOTE: Education Code 52061-52065 only establish a limited number of date-specific requirements. For instance, Education Code 52062, as amended by SB 114, requires the Superintendent to annually report to the Board, at a regular meeting, on the annual update and the budget overview for parents/guardians on or before February 28. However, while Education Code 52062 requires that the LCAP and the annual update be presented to specified committees, it does not specify by when this must occur. Similarly, while Education Code 52062 provides these committees with the right to submit comments and requires the Superintendent to respond in writing to such comments, it does not provide any deadlines by which these actions must occur. Education Code 52062 also requires, without a specific deadline, notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985.

The following paragraphs include both required dates and recommended dates based on best practice. Districts should review the dates below carefully and modify them, as appropriate and permitted by law, to reflect district practice.

By February 28 of each year, the Superintendent or designee shall provide a report to the Board on the annual update and the budget overview for parents/guardians. The report, which shall be presented to the Board at a regular meeting, shall include all available midyear outcome data related to metrics identified in the current year's LCAP and all available midyear expenditure and implementation data on all actions identified in the current year's LCAP. (Education Code 52062)

By May 15, but in no event later than May 31, the Superintendent or designee shall present the drafts of the LCAP and the annual update to the committees listed in the accompanying board policy for review and comment and shall provide each committee with a reasonable date by which each committee shall provide comments on the drafts. The Superintendent or designee shall

respond in writing to comments received from the committee(s) no later than the public hearing on the LCAP and the annual update.

At the same time as the drafts of the LCAP and the annual update are presented to these committees, the Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. The notification shall also provide the deadline by which all written comments must be received, which shall be no later than the deadline for comments from the committee(s). All such written notifications shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

Availability

CSBA NOTE: Education Code 52065 requires the Superintendent to prominently post its LCAP, including any annual update or revisions to the LCAP and the LCFF budget overview for parents/guardians, on the homepage of its website and, as amended by SB 609 (Ch. 494, Statutes 2023), on the performance overview portion of the California School Dashboard.

Beginning July 1, 2025, if the district is identified by SBE as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028.

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, ~~including~~the annual update, the IDEA Addendum as applicable, and the ~~LCFF~~local control funding formula budget overview for parents/guardians on the homepage of the district's ~~web site.~~ Website and the performance overview portion of the Dashboard. (Education Code 52064.1, 52064.3, 52065)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair
Ed. Code 305-306	English language education
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation
Ed. Code 41020	Requirement for annual audit
Ed. Code 41320-41322	Emergency apportionments

Ed. Code 42127	Public hearing on budget
adoption Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 47604.33	Submission of reports by charter schools
Ed. Code 47606.5	Charter schools; local control and accountability plan
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 52052	Numerically significant student subgroups
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52302	Regional occupational centers and programs
Ed. Code 52372.5	Linked learning program
Ed. Code 54692	Partnership academies
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission
Ed. Code 60900	California Longitudinal Pupil Achievement Data System
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 99300-99301	Early Assessment Program
W&I Code 300	Dependent child of the court

Federal	**Description**
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds; local plans
34 CFR 300.600-300.647	Education of students with disabilities; monitoring, enforcement, confidentiality, and program information
34 USC 300.600	State monitoring and enforcement

Management Resources	**Description**
~~CA~~California Department of Education Publication	California School Accounting Manual
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	LCFF Frequently Asked Questions

California Department of Education Publication	Local Control and Accountability Plan and Annual Update (LCAP) Template
California Department of Education Publication	California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013
California Department of Education Publication	California Common Core State Standards: Mathematics, rev. 2013
California Department of Education Publication	California English Language Development Standards, 2012
California Department of Education Publication	California School Dashboard Family Engagement Framework: A Tool for California School Districts, 2014
California Department of Education Publication	
CSBA Publication	The California School Dashboard and Small Districts, October 2018
CSBA Publication	Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
CSBA Publication	LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
Website	CSBA District and County Office of Education Legal Services
Website	California School Dashboard
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
0000	Vision
0400	Comprehensive Plans
0415	Equity
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0440	District Technology Plan

0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0500	Accountability
0520	Intervention In Underperforming Schools
0520.1	Comprehensive And Targeted School Improvement
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2121	Superintendent's Contract
2210	Administrative Discretion Regarding Board Policy
3100	Budget
3100	Budget
3110	Transfer Of Funds
3231	Impact Aid
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3517	Facilities Inspection
3517-E(1)	Facilities Inspection

3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4112.2	Certification
4112.2	Certification
4113	Assignment
4113	Assignment
4131	Staff Development
4140	Bargaining Units
4231	Staff Development
4240	Bargaining Units
4315	Evaluation/Supervision
4331	Staff Development
4340	Bargaining Units
5030	Student Wellness
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5137	Positive School Climate
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.9	Hate-Motivated Behavior
5147	Dropout Prevention
5148.2	Before/After School Programs
5148.2	Before/After School Programs
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement

6120	Response To Instruction And Intervention
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.5	Environmental Education
6142.92	Mathematics Instruction
6142.93	Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504

6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173	Education For Homeless Children

6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.4	Education For American Indian Students
6174	Education For English Learners
6174	Education For English Learners
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6179	Supplemental Instruction
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program
7110	Facilities Master Plan
9230	Orientation
9310	Board Policies
9320	Meetings And Notices

Regulation 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 03/09/2023 **| Last Reviewed Date:** 03/09/2023

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

    a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

    b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

    c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

    d. Student achievement, as measured by all of the following as applicable:

        i. Statewide assessments of student achievement

        ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs

        iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

        iv. The English learner reclassification rate

        v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

        vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

    e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

    f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in Items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by Items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis

2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas

3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, including the IDEA Addendum as applicable, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52064.3, 52065)

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

State References	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements

Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair - https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==
Ed. Code 305-306	English language education - https://simbli.eboardsolutions.com/SU/06pplusBNltDUp1CvxgIxA8ag==
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation - https://simbli.eboardsolutions.com/SU/fHLZMTNK0kTxNbiUMNuXslshQ==
Ed. Code 41020	Requirement for annual audit - https://simbli.eboardsolutions.com/SU/etPttuB7Ulj1NltnPw7cGg==
Ed. Code 41320-41322	Emergency apportionments - https://simbli.eboardsolutions.com/SU/X9fslshC2BSMPq4PWQ0hV74NQ==
Ed. Code 42127	Public hearing on budget adoption - https://simbli.eboardsolutions.com/SU/UhVIk9I4Og338Zfkf1wXQg==
Ed. Code 42238.01-42238.07	Local control funding formula - https://simbli.eboardsolutions.com/SU/MrQAwtplkk0u2Rj8qAqmyQ==
Ed. Code 44258.9	County superintendent review of teacher assignment - https://simbli.eboardsolutions.com/SU/cppLhTJNOaBPBuldWZudCw==
Ed. Code 47604.33	Submission of reports by charter schools - https://simbli.eboardsolutions.com/SU/gA5pgigYGSeewr5KUkegIw==
Ed. Code 47606.5	Charter schools; local control and accountability plan - https://simbli.eboardsolutions.com/SU/c7G8Es7VvCLeeJn26kSHPw==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51220	Course of study for grades 7-12 - https://simbli.eboardsolutions.com/SU/MGyuoplus3Nh045sYW3qjmjjA==
Ed. Code 52052	Numerically significant student subgroups - https://simbli.eboardsolutions.com/SU/wGe4pOjRslshjsTfWIo3rs0EA==
Ed. Code 52059.5	Statewide system of support - https://simbli.eboardsolutions.com/SU/FeOETX8ebgjS8BNeW4qTGA==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 52302	Regional occupational centers and programs - https://simbli.eboardsolutions.com/SU/S1x8PhVK3XPjsG4soLZITg==
Ed. Code 52372.5	Linked learning program - https://simbli.eboardsolutions.com/SU/u2LihZgqKea4ghj213DNdw==
Ed. Code 54692	Partnership academies - https://simbli.eboardsolutions.com/SU/Nrc7slshAg19jrwpFyQ1uFgIg==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission - https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjIF7mQ==
Ed. Code 60900	California Longitudinal Pupil Achievement Data System - https://simbli.eboardsolutions.com/SU/Xhplus6RDAeVyLMk9JRiYPUfg==
Ed. Code 64001	School plan for student achievement; consolidated application programs - https://simbli.eboardsolutions.com/SU/upluszkLmgwIL58slshU3z7Tsm3w==
Ed. Code 99300-99301	Early Assessment Program - https://simbli.eboardsolutions.com/SU/slshpS4koCwPASGBwOIcvb7oA==

W&I Code 300	Dependent child of the court - https://simbli.eboardsolutions.com/SU/tikb1GZidxslshtubKJ1IAOpA==

Federal References	Description
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds; local plans
34 CFR 300.600-300.647	Education of students with disabilities; monitoring, enforcement, confidentiality, and program information
34 USC 300.600	State monitoring and enforcement

Management Resources References	Description
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	LCFF Frequently Asked Questions
California Department of Education Publication	Local Control and Accountability Plan and Annual Update (LCAP) Template
California Department of Education Publication	California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013
California Department of Education Publication	California Common Core State Standards: Mathematics, rev. 2013
California Department of Education Publication	California English Language Development Standards, 2012
California Department of Education Publication	California School Dashboard
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
California Department of Education Publication	California School Accounting Manual - https://simbli.eboardsolutions.com/SU/la6rElHDCWXcWau3KBZu1Q==
CSBA Publication	The California School Dashboard and Small Districts, October 2018
CSBA Publication	Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
CSBA Publication	LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California School Dashboard - https://simbli.eboardsolutions.com/SU/nByAQc3f1HBdKN6yplusFYMtg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/u5qD89SrQMplus85pcm4Ju8ww==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxIpfL2ugw==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnIHxqp09IZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==

0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/zN80f3iUph4ipailF5vddg==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/gXMnc2CASxUErNp4hzfBVA==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/60nDGvzSLhSSTgef8ShUtA==
0420.41-E PDF(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/LysOPM557YPs92qbRXq8pg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/wE2aIIgJHYShAzoZJis37g==
0420.41-E(2)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/nG0Zr6z5YLXvaWchw07Xaw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/Hslsh3YFhhJGmAplus2VouBDRAsA==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/vv5CwdZakD4RbAslsh85YYVgg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
0520.1	Comprehensive And Targeted School Improvement - https://simbli.eboardsolutions.com/SU/QTdCLY19NJsJ2FfNA2M0sg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYkIj0NjM4JzKPxw==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/zGykZWyhUtslshK4P5FzBVkCg==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/92wfmcN541FlED53K1C2Uw==
1113-E PDF(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/w7nYKjqtVfwCcpawAntpluspg==
1113-E(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/Uf3YpSEplusOyslqUTeEEQMbw==
1113-E(2)	District And School Websites - https://simbli.eboardsolutions.com/SU/OJFrHgjxslsh8BBtKyAl9ysjg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==

1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJllM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/SrcoN8hwjplusCBpsEGTwmpaQ==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/DYgYwNUc3KVMCJCgFYXslshLQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/aC8PPargIbjIhplusnObjfp2g==
3100	Budget - https://simbli.eboardsolutions.com/SU/0onvwoV1fxbpJr5OyAa8nA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/7e1gYbBPTeclM7Q1Mv48rA==
3231	Impact Aid - https://simbli.eboardsolutions.com/SU/7Ap579LQSLQa4LplussekulFA==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/Mx5SX6pyrCC2rzhllkUCSw==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/w1UWVRblvzFSH5gGf79KGA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/eL7YUxCKnubQJPnNplusTyAJA==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/x6S9ocBBuKNsqUADxQLRCw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/KpSlgZ2FPbW1xwYtO2IwpA==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/moaZkISdlwmOsXWZslshJVDeA==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4113	Assignment - https://simbli.eboardsolutions.com/SU/8TGgSGrhIGDT3a1Y0kfN5A==
4113	Assignment - https://simbli.eboardsolutions.com/SU/WslshslsheslshYeJGKmOdpUu98PFTw==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==

4140	Bargaining Units - https://simbli.eboardsolutions.com/SU/QCnzcaBJ1WToRTrvIFYcCA==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4240	Bargaining Units - https://simbli.eboardsolutions.com/SU/B89mUFIJXfK48I6UIcN6mw==
4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/UdQGNJ46U3p26PI80PL6cQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/dv0vgSXwislshplusamplusr6pQzcslshQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
5147	Dropout Prevention - https://simbli.eboardsolutions.com/SU/MfyKHSPWgTOMUMcbEnYL4w==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLIijYQcBTww==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==

6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6120	Response To Instruction And Intervention - https://simbli.eboardsolutions.com/SU/dEp4ldh5BcjpnZ6dDslshCGbw==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/oRdaYJ0PZupluswKIRwxLTaCQ==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6151	Class Size - https://simbli.eboardsolutions.com/SU/FplusvStgc8s1rUk6PQHcJ6RA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/cVcwWiAK3pCgNhfrC3plusGpA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/LEKRQIY1ERodUMIga3JmEQ==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/XyDBUL4JXDF4l0RuiCx52g==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/EG8hLnoLTljUh0pMVaxVUg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/TmZ3V9hBhQTlZzpfmXIKEg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/evlgoJdiV3OVQakeqroGOQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/JtQDlrkSo9aktbt4cbmG5g==

6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/9kuifz9ovp2U1ldnNuPhJg==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/KSed8OKaYIQWDXMkS1v1Aw==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uiyfKoElFv7NzUrqNslshftGw==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.4	Education For American Indian Students - https://simbli.eboardsolutions.com/SU/iNkxwHkYk5grMihswbMOXQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/XxglTbD6thnD1iDuJMYSqQ==
6179	Supplemental Instruction - https://simbli.eboardsolutions.com/SU/CE1yeUeHtTBGZocGRqIslshnQ==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==
9230	Orientation - https://simbli.eboardsolutions.com/SU/plusjxAYSEslshNFawGZOpf7KxWg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/yaMTwdI9DALoCYwkKwgn0w==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==

Policy 0500: Accountability
Status: ADOPTED
Original Adopted Date: 10/01/2013 | **Last Revised Date:** ~~10~~12/01/~~2017~~2023 | **Last Reviewed Date:** ~~10~~12/01/~~2017~~2023

CSBA NOTE: The following optional policy ~~may~~should be revised to reflect district practice.

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

CSBA NOTE: California's accountability system, which is based on both state and federal requirements, measures district and school performance on a variety of indicators of school success. 20 USC 6311~~, as amended by the Every Student Succeeds Act (P.L. 114-95),~~ requires each state to have an accountability system that incorporates multiple measures, including, but not
limited to, statewide assessment results for all students as well as numerically significant subgroups. The California Accountability and Continuous Improvement System consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the local control and accountability plan (LCAP). The degree to which districts and schools are meeting these criteria is reflected in the California School Dashboard, which is a color-coded chart that includes the status of performance on the indicators as well as the change in performance from year to year.~~Beginning in the 2018-19 school year,~~ Education Code 52064.5, as amended by SB 114 (Ch. 48, Statutes of 2023), establishes new deadlines for the California School Dashboard, which impacts the timelines associated with district collection and reporting of data through the California Longitudinal Pupil Achievement Data System (CALPADS). The new deadlines can be found on the "CALPADS Calendar," available on the California Department of ~~Education~~Education's (CDE) ~~will notify~~website.

CDE notifies schools identified for comprehensive and/or additional targeted support and improvement pursuant to 20 USC 6311. ~~Until then, the CDE encourages schools previously identified for program improvement to utilize the Dashboard to determine areas of improvement in preparation for implementation of support and improvement requirements.~~

Further information about the Accountability and Continuous Improvement System and the Dashboard can be found on ~~the CDE web site.~~CDE's website.

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

~~CSBA NOTE: The following paragraph should be revised to reflect the types of alternative schools maintained by the district. Pursuant to Education Code 52052, alternative schools serving high-risk student populations are subject to an alternative accountability system. Commencing in the fall of 2018, alternative accountability indicators will be incorporated into the Dashboard Alternative School Status (DASS) program, as a replacement for the Alternative School Accountability Model. The schools described in the following paragraph will automatically qualify~~

~~for this alternative status. In addition, schools approved through the former Alternative Schools Accountability Model process between July 1, 2016 and June 30, 2017 are considered active DASS schools. Other schools serving high-risk students may apply to establish eligibility for DASS. Further information regarding the DASS and participation/withdrawal instructions and forms are available on the CDE web site.~~

~~The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)~~

CBSA NOTE: Education Code 52052, as amended by SB 114, has been expanded to include long-term English learners as a numerically significant subgroup, separate from English learners. Pursuant to Education Code 52052, as amended by SB 141 (Ch. 194, Statues of 2023), a "long-term English learner" is defined as a student who has not attained English language proficiency within seven years of initial classification as an English learner.

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and ~~homeless~~ students experiencing homelessness, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth, long-term English learners, or ~~homeless~~ students experiencing homelessness. (Education Code 52052)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Providing regular reports to the public and receiving input from the public in regard to school and district progress are key components of accountability.

Education Code 52060 and 52061 require the district to consult with parents/guardians, students, teachers, principals, administrators, other school personnel, and employee bargaining units in the development and annual update of the district's LCAP; see BP 0460 - Local Control and Accountability Plan.

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

CSBA NOTE: Pursuant to Education Code 52071, ~~as amended by AB 1808 (Ch. 32, Statutes of 2018), a district will receive technical assistance whenever~~if the County Superintendent of Schools does not approve the district's LCAP ~~or~~ , including the annual update to the LCAP, and the budget overview for parents/guardian, or the district fails to meet specified student achievement criteria for numerically significant student subgroups, ~~or the district requests technical assistance.~~

~~Education Code 52072~~then technical assistance is required to be provided. Additionally, Education Code 52071, as amended by SB 114, creates a new basis for technical assistance when a district fails to meet the data submission requirements of Education Code 60900. In this circumstance, technical assistance includes, but is not limited to (1) identifying a district's strengths and weaknesses in regard to state priorities, (2) working collaboratively to secure assistance from academic, programmatic, or fiscal experts to identify and implement effective programs and practices designed to improve performance in any areas of weakness, (3) obtaining timely documentation from the district demonstrating that it has completed the above activities or substantially similar activities, or it has selected another service provider to work with the district

to complete the above activities, (4) requesting that the California Collaborative for Educational Excellence (CCEE) provide advice and assistance to the district, (5) reviewing the district's LCAP to identify areas of strengths and weaknesses in the identified goals, actions, and services, with a particular focus on those areas considered to be contributing toward meeting the increased or improved services requirement and all required goals, and (6) reviewing the district's data management policies and collection and submission processes, including monitoring and oversight of the student information system, to ensure the timely submission of accurate data.

Pursuant to Education Code 52072, as repealed and added by SB 114, if the district meets the performance criteria for assistance and intervention pursuant to Education Code 52064.5 for three or more student subgroups, or all of the district's subgroups if the district has less than three subgroups, in three out of the four consecutive school years, CCEE will consult with the district and any provider of technical assistance to determine if assistance from CCEE is necessary.

Education Code 52072.1, as added by SB 114, provides that, under specified conditions, the Superintendent of Public Instruction may intervene to revise the district's LCAP or budget and/or to stay or rescind any district action, not required by local collective bargaining agreement, that is preventing the district from improving outcomes for all student subgroups. ~~See~~

The district may also request technical assistance. For information on technical assistance, see BP/AR 0460 - Local Control and Accountability Plan and BP 0520 – Intervention in Underperforming Schools.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

The district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072. If the County Superintendent of Schools is required to provide technical assistance to the district, the district shall accept the technical assistance by providing timely documentation to, and maintaining regular communication with, the County Superintendent. (Education Code 52071)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 1068-1074	Alternative schools accountability model; assessments
5 CCR 15440-15464	Standards and criteria for fiscal accountability
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 33400-33407	California Department of Education evaluation of district programs
Ed. Code 44660-44665	Evaluation of certificated employees

Ed. Code 51041	Evaluation of the educational program
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56366	Nonpublic, nonsectarian schools
Ed. Code 60640-~~60649~~60648.5	California Assessment of Student Performance and Progress
Ed. Code 60900	California Longitudinal Pupil Achievement Data System

Federal	**Description**
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
~~34 CFR 200.12-200.24~~	~~State accountability system~~
~~34 CFR 200.30-200.48~~	~~State and LEA report cards and plans~~

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Accountability
Website	California Department of Education, California Longitudinal Pupil Achievement Data System (CALPADS) (https://www.cde.ca.gov/ds/sp/cl/)
Website	California School Dashboard
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	**Description**
0000	Vision
0200	Goals For The School District
0400	Comprehensive Plans
0415	Equity
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0420.42	Charter School Renewal
0420.43	Charter School Revocation

0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0510	School Accountability Report Card
0520	Intervention In Underperforming Schools
0520.1	Comprehensive And Targeted School Improvement
1100	Communication With The Public
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1240	Volunteer Assistance
1240	Volunteer Assistance
1330.1	Joint Use Agreements
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
2000	Concepts And Roles
2140	Evaluation Of The Superintendent
3000	Concepts And Roles
3230	Federal Grant Funds
3230	Federal Grant Funds
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3552	Summer Meal Program

3552	Summer Meal Program
4112.21	Interns
4112.21	Interns
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4131	Staff Development
4131.1	Teacher Support And Guidance
4131.1	Teacher Support And Guidance
4141	Collective Bargaining Agreement
4215	Evaluation/Supervision
4231	Staff Development
4241	Collective Bargaining Agreement
4315	Evaluation/Supervision
4331	Staff Development
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement

6117	Year-Round Schedules
6120	Response To Instruction And Intervention
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.4	International Baccalaureate Program
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6145.2	Athletic Competition
6145.2	Athletic Competition
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6158	Independent Study
6158	Independent Study
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.54	Test Integrity/Test Preparation
6170.1	Transitional Kindergarten

6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children

6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.4	Education For American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6178.2	Regional Occupational Center/Program
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School
6190	Evaluation Of The Instructional Program
6200	Adult Education
6200	Adult Education
9000	Role Of The Board
9310	Board Policies
9400	Board Self-Evaluation

Policy 0500: Accountability

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Reviewed Date:** 06/13/2019

The Board of Education recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

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The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

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Ed. Code 33400-33407	California Department of Education evaluation of district programs - https://simbli.eboardsolutions.com/SU/cPxDbW3vjZcnlYalZVHgUw==
Ed. Code 44660-44665	Evaluation of certificated employees - https://simbli.eboardsolutions.com/SU/SklSPsVN82xw4slshJqODSb2A==
Ed. Code 51041	Evaluation of the educational program - https://simbli.eboardsolutions.com/SU/AFLfGnplusZXLfdEESdlkr5OA==
Ed. Code 52052	Accountability; numerically significant student subgroups - https://simbli.eboardsolutions.com/SU/wGe4pOjRslshjsTfWIo3rs0EA==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 56366	Nonpublic, nonsectarian schools - https://simbli.eboardsolutions.com/SU/fRv2f0uy6f8plusyPyNo4mpZA==
Ed. Code 60640-60648.5	California Assessment of Student Performance and Progress - https://simbli.eboardsolutions.com/SU/HslshHaBzkqMYXjCsA0qmuMmg==
Ed. Code 60900	California Longitudinal Pupil Achievement Data System - https://simbli.eboardsolutions.com/SU/Xhplus6RDAeVyLMk9JRiYPUfg==

Federal References	Description
20 USC 6311	State plan

20 USC 6312	Local educational agency plan
34 CFR 200.12-200.24	State accountability system
34 CFR 200.30-200.48	State and LEA report cards and plans

Management Resources References	Description
Website	California Department of Education, California Longitudinal Pupil Achievement Data System (CALPADS) - https://simbli.eboardsolutions.com/SU/PmslshVE3E6W1r7vAGM28mLsA==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Accountability - https://simbli.eboardsolutions.com/SU/et1auFmKJDq2Qg3AyYYUJg==
Website	California School Dashboard - https://simbli.eboardsolutions.com/SU/nByAQc3f1HBdKN6yplusFYMtg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/u5qD89SrQMplus85pcm4Ju8ww==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/VlhslshSaGqXuTsCMKpG2plusbSQ==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxIpfL2ugw==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnIHxqp09IZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/60nDGvzSLhSSTgef8ShUtA==
0420.41-E PDF(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/LysOPM557YPs92qbRXq8pg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/wE2alIgJHYShAzoZJis37g==
0420.41-E(2)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/nG0Zr6z5YLXvaWchw07Xaw==
0420.42	Charter School Renewal - https://simbli.eboardsolutions.com/SU/XQPnb1QqfFslshcmTjgErqMGA==
0420.43	Charter School Revocation - https://simbli.eboardsolutions.com/SU/rjslshfFVMvuEUjslshFQ0V2b0TQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==

0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
0510	School Accountability Report Card - https://simbli.eboardsolutions.com/SU/rzNCNplusgIOuZ07tkLn8zplusrQ==
0520.1	Comprehensive And Targeted School Improvement - https://simbli.eboardsolutions.com/SU/QTdCLY19NJsJ2FfNA2M0sg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYkIj0NjM4JzKPxw==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/1b2pTYKv1STslshiplus35b6wXJw==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/zGykZWyhUtslshK4P5FzBVkCg==
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1113-E(2)	District And School Websites - https://simbli.eboardsolutions.com/SU/OJFrHgjxslsh8BBtKyAl9ysjg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtApIyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPIpmLjio2ptoA==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
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3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/dqDsFAt2Vf6MslshpAdjSco9g==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/UV0vaPkKej5U0GraXzj25Q==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/Mx5SX6pyrCC2rzhllkUCSw==

3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/w1UWVRblvzFSH5gGf79KGA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/lAJDgoYlIDjrGK0VsaiTUA==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/F9u50slshgnNSFWzZ1KL25Hgg==
4112.21	Interns - https://simbli.eboardsolutions.com/SU/Y5n88id1AERp7S6Xs9ldqw==
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4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/UdQGNJ46U3p26PI80PL6cQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5113.11	Attendance Supervision - https://simbli.eboardsolutions.com/SU/tzzPLemplusoX4IGxKKyUBlpg==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/vl7cy4RIBaDtplusP12GldslshAQ==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/plusBslshDDQgasdietQdfridslshrQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/djdpluss5B8sXY5DFplusXDAoRUQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/8SJpluspF9Y2kDccXplusdIIw0yw==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLlijYQcBTww==

5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/aHXj1KbWKdGMYCTGHhoOvQ==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/uLigonpG5KlnPzfKy9UlPQ==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6120	Response To Instruction And Intervention - https://simbli.eboardsolutions.com/SU/dEp4ldh5BcjpnZ6dDslshCGbw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/UmIa1mELChYcbrZx1VMNEg==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/AzmModnV3vLslshJn02pEnzBw==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/bxdO02orcknVGTfpbSK9vw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/hbGCDAbQPplusslshdSybFLnA10Q==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/AjyYJSIWle0X1X9aYsrxDA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/0rtplusMzx8L8UZ1Qslsht9ctTsA==
6151	Class Size - https://simbli.eboardsolutions.com/SU/FplusvStgc8s1rUk6PQHcJ6RA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/cVcwWiAK3pCgNhfrC3plusGpA==

6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/LEKRQIY1ERodUMIga3JmEQ==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/bpIfq6ODgTOqb5pKplusmrRlQ==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/ZbAwIfVztbG4fvTGJWBqAA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/JrifoG4qsMslshx4ELD9ZplusNLA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/CRudpul9UFSZJWywEZtpBQ==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/TmZ3V9hBhQTlZzpfmXIKEg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/evlgoJdiV3OVQakeqroGOQ==
6162.54	Test Integrity/Test Preparation - https://simbli.eboardsolutions.com/SU/MiNF7yEKwRZqAUraPDJoXA==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.4	Education For American Indian Students - https://simbli.eboardsolutions.com/SU/iNkxwHkYk5grMihswbMOXQ==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViaylIA==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/y4cq1hSeYGrqEtIeJpLYEQ==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==

9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/yaMTwdI9DALoCYwkKwgn0w==
9400	Board Self-Evaluation - https://simbli.eboardsolutions.com/SU/WQsVu4LXzHmu1tMuIPRb2w==

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little,
Assistant Superintendent of
Educational Leadership and
Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: FIRST READING AND ADOPTION OF REVISED BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND EXHIBITS - 1000 SERIES

BACKGROUND INFORMATION:

The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting.

Governing Boards are responsible for the development and compliance of its board policies. They are responsible for adopting and revising policies in keeping with new laws and legislation that impact specific policies and administrative regulations.

Below is the list of new and/or revised Board Policies (BP), Administrative Regulations (AR), Exhibits (E):

- Administrative Regulation 1220 - Citizen Advisory Committees
- Board Policy/Administration Regulation/Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials
- Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures
- Administrative Regulation/Exhibit(1)/Exhibit (2) 1312.4 - Williams Uniform Complaint Procedures
- Board Policy 1431 - Waivers

RECOMMENDATION:

Approve the First Reading and Adoption of Revised Board Policies, Administrative Regulations and Exhibits - 1000 series: Administrative Regulation 1220 - Citizen Advisory Committees, Board Policy/Administration Regulation/Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials, Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, Administrative Regulation/Exhibit(1)/Exhibit (2) 1312.4 - Williams Uniform Complaint Procedures and Board Policy 1431 - Waivers.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

REFERENCE GUIDE SHEET

1000 SERIES

Administrative Regulation 1220 - Citizen Advisory Committees
Regulation updated to reflect NEW LAW (SB 1057, 2022) which exempts special education advisory committees from Brown Act requirements pertaining to open meetings, and instead requires these committees to comply with "mini" Brown Act requirements. Regulation also updated to more closely align with law and to clarify language.

Board Policy 1431 - Waivers
Policy updated to reference NEW LAW (SB 114, 2023) which prohibits a waiver request for transitional kindergarten and kindergarten requirements provided for in specified Education Code sections. Policy also updated to provide that advertisement of the notice for the public hearing which is required prior to the Governing Board submitting a waiver request to the State Board of Education includes publishing it on the district's website.

Board Policy 1312.2 - Complaints Concerning Instructional Materials
Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (4) requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Policy also updated to expand and amend the list of criteria to be considered when instructional or library materials are being challenged; and, to provide that, unless required by law, any challenged material that is reviewed by the district will not be subject to further reconsideration for 12 months.

Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials
Regulation updated to provide that for an instructional materials complaint for a non printed material the location of the objection be given; include that acknowledgement of receipt of an instructional materials complaint and notification of a review committee's decision be in writing; and, add that staff, in addition to the Superintendent or designee and teacher(s), be notified by the Principal as appropriate when an instructional materials complaint is received. Regulation also updated to delete material in the section "Formal Complaint" related to a request by a parent/guardian who has filed a complaint for the student to be excused from using the challenged material while the complaint is pending; and, move the section "Review Committee" to come before the section "Superintendent Determination" so that it follows chronologically. Additionally, regulation updated to amend the section "Review Committee" to provide that (1) the Superintendent or designee may appoint parents/guardians and students, in addition to administrators and staff from relevant instructional and administrative areas, to serve on the committee, (2) include that the Superintendent or designee may provide training to the review committee to ensure the committee is informed regarding it responsibilities, applicable laws, and Board policies and administrative regulations when reviewing instructional materials, and (3) delete the list of criteria to be considered when instructional materials are being challenged, as this list is provided in the accompanying Board policy.

Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials
Exhibit updated to specify that the "Request for Reconsideration of Existing Instructional Materials" form is for use when challenging the content 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. Exhibit also updated to accommodate for digital instructional materials; merge together portions of the form that are content related; and, change from a checklist to an open ended response the portion regarding the complainants preference for what should be done about a challenged instructional material.

Board Policy 1312.3 - Uniform Complaint Procedures
Policy updated to ensure compliance with the California Department of Education's (CDE) 2023-24 federal program monitoring instrument, and reflect NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Policy also updated to reflect that the California Department of Fair Employment and Housing is now called the California Civil Rights Department.

Administrative Regulation 1312.3 - Uniform Complaint Procedures
Regulation updated to reference NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Regulation also updated to ensure compliance with CDE's 2023-24 federal program monitoring instrument

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures
Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation, and, (3) requires CDE, upon a finding that a district has not provided sufficient textbooks or instructional materials, to take all remedial actions required by law, including purchasing textbooks and instructional materials and assessing a financial penalty against the district's local control funding formula. Regulation also updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Exhibit(1) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reference NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility, and NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class).

Exhibit(2) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility. Exhibit also updated to reflect NEW LAW (AB 1078, 2023) which provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction directly.

Regulation 1220: Citizen Advisory Committees
Original Adopted Date: 07/01/2007 | **Last Revised Date:** 12/01/~~2018~~2023 | **Last Reviewed Date:** 12/01/~~2018~~2023

Status: ADOPTED

CSBA NOTE: The following optional administrative regulation may be modified to reflect district practice.

Pursuant to Government Code 815.2 and 820.9, members of advisory committees are not liable for injuries caused by the act or omission of the district, a committee, or a committee member acting within the scope of ~~his/her~~the member's role as a member of the committee. However, a committee member may be liable for injury caused by ~~his/her~~the member's own wrongful conduct.

Committee Charge

CSBA NOTE: Items #1-9 may be modified to reflect district practice.When committees are appointed, committee members shall receive written information which includes, but is not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Committees Subject to Brown Act Requirements

CSBA NOTE: Generally, any commission, committee, board, or other body created by formal action of the Governing Board, regardless of whether that body is permanent or temporary, decision- making or advisory, is a "legislative body," as defined in Government Code 54952, and is required to comply with the open meeting laws (Brown Act). However, some committees are by law exempted from the Brown Act. For example, committees specified in Education Code 35147 are not subject to the Brown Act; see "Committees Not Subject to Brown Act Requirements" below. Committees composed solely of Board members who are less than a quorum of the Board may also be exempt

from Brown Act requirements in limited circumstances; see BB 9130 - Board Committees.

Committees listed in ~~items~~Items #1-~~5~~ 4 below are generally created by formal Board action and thus are subject to the Brown Act. This list should be modified to add any other specific committees in the district created by formal Board action or any committees that the Board has required to follow the Brown Act. This list should be modified to delete any of the committees that were not created by formal Board action (e.g., Superintendent committees) or do not exist within the district. In *Frazer v. Dixon Unified School District*, the court held that the adoption of a Board policy that required the appointment of a committee to advise the Superintendent, and in turn, the Board, was a committee created by "formal Board action" within the meaning of Government Code 54952.
Therefore, the committee's meetings were subject to the Brown Act. Districts should consult CSBA's District and County Office of Education Legal Services or district legal counsel when questions arise regarding the applicability of Brown Act requirements to district or school committees.

Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the Governing Board, including, but not limited to, the following:

~~1. Advisory committee established pursuant to Education Code 56190-56194 related to special education~~

~~2.~~ 1. Advisory committee established pursuant to Education Code 8070 related to career technical education

~~3.~~ 2. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b

~~4.~~ 3. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

~~5.~~ 4. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

Committees Not Subject to Brown Act Requirements

CSBA NOTE: Pursuant to Education Code 35147, school site councils and some advisory committees, as specified in ~~items~~Items #1-~~6~~7 below, are exempt from the Brown Act but must comply with other, less complex procedural requirements (i.e., the "mini" Brown Act). In addition, the Board may require other specific district committees that are not subject to the Brown Act to follow the requirements of the "mini" Brown Act. Such committees should be added to the list below.

The following committees shall comply with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and
accountability plan

CSBA NOTE: Pursuant to Education Code 35147, school site councils are exempt from the Brown Act and are subject to the procedural meeting requirements in Education Code 35147~~. However, Education Code 35147 has not yet been amended for consistency with AB 716 (Ch. 471, Statutes of 2018), which repealed Education Code 52852 and moved the requirements related to school site councils to Education Code 65000-65001.~~..

2. School site councils established pursuant to Education Code 65000-65001 to develop and approve a school plan for student achievement

3. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners

4. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

5. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

6. School committees established pursuant to Education Code 11503 related to parent involvement

CSBA NOTE: Pursuant to Education Code 35147, as amended by SB 1057 (Ch. 301, Statutes of 2022), special education advisory committees, established pursuant to Education Code 56190-56194, are not required to meet Brown Act requirements pertaining to open meetings, but must comply with "mini" Brown Act requirements described below.

7. Advisory committees established pursuant to Education Code 56190-56194 related to special education

CSBA NOTE: The paragraphs which follow describe the "mini" Brown Act Requirements pursuant to Education Code 35147.

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its subject matter jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate location accessible ~~location~~to the public at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item of business not listed on the agenda ~~unless~~until after all members present vote unanimously ~~find~~finding that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, ~~first~~after allowing for public input on the item. (Education Code 35147)

Any materials provided to a council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, Government Code ~~6250-~~ ~~6270.~~7920.00-7930.215. (Education Code 35147)

Committees Created by Superintendent

Committees ~~which are~~ created by the Superintendent or designee ~~to advise the administration,~~that do not report to the Board~~,~~ and are not specified in Education Code 35147, shall not be subject to the requirements of the Brown Act or Education Code 35147.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 11503	Parent involvement programs in Title I schools
Ed. Code 15278-15282	Citizens' oversight committee
Ed. Code 15359.3	School facilities improvement districts
Ed. Code 17387-17391	Advisory committees for use of excess school
facilities Ed. Code 35147	School site councils and advisory committees
Ed. Code 44032	Travel expense payment
Ed. Code 52060	Local control and accountability plan
Ed. Code 52176	Advisory committees; limited-English proficient students program
Ed. Code 54425	Advisory committees; compensatory education
Ed. Code 54444.1-54444.2	Parent advisory councils; services to migrant
children Ed. Code 56190-56194	Community advisory committee; special education
Ed. Code 62002.5	Continuing parent advisory committees
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 65000-65001	School site councils
Ed. Code 8070	Career technical education advisory committee
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 7920.000-7930.~~170~~215	California Public Records
Act	

Gov. Code 810.2	Tort claims act; definition of employee Tort
Gov. Code 810.4	claims act; definition of employment
Gov. Code 815.2	Injuries by employees within scope of employment
Gov. Code 820.9	Members of local public boards not vicariously liable

Federal	**Description**
42 USC 1758b	Local wellness policy

Management Resources	**Description**
Court Decision	Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA

Cross References

Code	**Description**
0000	Vision
0200	Goals For The School District
0400	Comprehensive Plans
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1000	Concepts And Roles
1100	Communication With The Public
1312.3	Uniform Complaint Procedures

1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
1431	Waivers
1700	Relations Between Private Industry And The Schools
2000	Concepts And Roles
2120	Superintendent Recruitment And Selection
2230	Representative And Deliberative Groups
3100	Budget
3100	Budget
3220.1	Lottery Funds
3231	Impact Aid
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3312	Contracts
3350	Travel Expenses
3430	Investing
3430	Investing
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3510	Green School Operations
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
4156.2	Awards And Recognition
4256.2	Awards And Recognition
4356.2	Awards And Recognition
5030	Student Wellness
5126	Awards For Achievement

5126	Awards For Achievement
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173.4	Education For American Indian Students
6174	Education For English Learners
6174	Education For English Learners
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning

6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
7110	Facilities Master Plan
7150	Site Selection And Development
7150	Site Selection And Development
7213	School Facilities Improvement Districts
7214	General Obligation Bonds
7214	General Obligation Bonds
7310	Naming Of Facility
9005	Governance Standards
9130	Board Committees
9140	Board Representatives
9310	Board Policies
9320	Meetings And Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9323	Meeting Conduct

Regulation 1220: Citizen Advisory Committees

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Reviewed Date:** 06/13/2019

Committee Charge

When committees are appointed, committee members may receive written information which includes, but is not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Committees Subject to Brown Act Requirements

Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the Board of Education, including, but not limited to, the following:

1. Advisory committee established pursuant to Education Code 56190-56194 related to special education
2. Advisory committee established pursuant to Education Code 8070 related to career technical education
3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b
4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property
5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

Committees Not Subject to Brown Act Requirements

The following committees shall comply with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan
2. School site councils established pursuant to Education Code 65000-65001 to develop and approve a school plan for student achievement
3. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners
4. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

5. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

6. School committees established pursuant to Education Code 11503 related to parent involvement

Any materials provided to a council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, Government Code 6250-6270. (Education Code 35147)

Committees Created by Superintendent

Committees which are created by the Superintendent or designee to advise the administration, do not report to the Board, and are not specified in Education Code 35147 shall not be subject to the requirements of the Brown Act or Education Code 35147.

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

State References	Description
Ed. Code 11503	Parent involvement programs in Title I schools - https://simbli.eboardsolutions.com/SU/WQgyojIHVioZr87hsXXBlQ==
Ed. Code 15278-15282	Citizens' oversight committee - https://simbli.eboardsolutions.com/SU/W25tEERcA9QqmxndKoP7OQ==
Ed. Code 15359.3	School facilities improvement districts - https://simbli.eboardsolutions.com/SU/wbQG2y7i3FCN1ArcEb0jXQ==
Ed. Code 17387-17391	Advisory committees for use of excess school facilities - https://simbli.eboardsolutions.com/SU/9IgRNrDDE1mRiSAkMlpkPQ==
Ed. Code 35147	School site councils and advisory committees - https://simbli.eboardsolutions.com/SU/3Z0fFX6vLxaH72oPiEaUPg==
Ed. Code 44032	Travel expense payment - https://simbli.eboardsolutions.com/SU/fKw3aguyKevIUcLLwE1wdw==
Ed. Code 52060	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/7Jpt9Ap0jqp3Krz68P2cAw==
Ed. Code 52176	Advisory committees; limited-English proficient students program - https://simbli.eboardsolutions.com/SU/p7v5plusXRXImGGmrv5H6FdwQ==
Ed. Code 54425	Advisory committees; compensatory education - https://simbli.eboardsolutions.com/SU/Ilow55EBZslshc4plusCtWE4TmBA==
Ed. Code 54444.1-54444.2	Parent advisory councils; services to migrant children - https://simbli.eboardsolutions.com/SU/56YV98b2cqpluspQnIpp2KrGg==
Ed. Code 56190-56194	Community advisory committee; special education - https://simbli.eboardsolutions.com/SU/ilc0A6CVQDeSyKBFlWIQrA==
Ed. Code 62002.5	Continuing parent advisory committees - https://simbli.eboardsolutions.com/SU/LMQNcCT6PAglmVnd9eVSiQ==
Ed. Code 64001	School plan for student achievement; consolidated application programs - https://simbli.eboardsolutions.com/SU/upluszkLmgwIL58slshU3z7Tsm3w==
Ed. Code 65000-65001	School site councils - https://simbli.eboardsolutions.com/SU/0EApLzMGH2XevzVUbza2cw==
Ed. Code 8070	Career technical education advisory committee - https://simbli.eboardsolutions.com/SU/bni7u78ASc48VJR9hgZtoQ==
Gov. Code 54950-54963	The Ralph M. Brown Act - https://simbli.eboardsolutions.com/SU/Zh2Bb3plus0XDQweT5vBx4GSg==
Gov. Code 7920.000-7930.215	California Public Records Act - https://simbli.eboardsolutions.com/SU/IBl6Ifok6zP3Bde1F55TFg==

Gov. Code 810.2	Tort claims act; definition of employee - https://simbli.eboardsolutions.com/SU/cb92F3BfazbNFsACplusGBQ8g==
Gov. Code 810.4	Tort claims act; definition of employment - https://simbli.eboardsolutions.com/SU/hI6QhoEfUX9d4vLAp0dilg==
Gov. Code 815.2	Injuries by employees within scope of employment - https://simbli.eboardsolutions.com/SU/c9Mu6nGpPvQPAFVLTm0EFw==
Gov. Code 820.9	Members of local public boards not vicariously liable - https://simbli.eboardsolutions.com/SU/w7h3UaZs43GslshdVAaoIypPA==

Federal References	**Description**
42 USC 1758b	Local wellness policy

Management Resources References	**Description**
Court Decision	Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
0000	Vision - https://simbli.eboardsolutions.com/SU/u5qD89SrQMplus85pcm4Ju8ww==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/VlhslshSaGqXuTsCMKpG2plusbSQ==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxIpfL2ugw==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnIHxqp09IZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/Hslsh3YFhhJGmAplus2VouBDRAsA==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/vv5CwdZakD4RbAslsh85YYVgg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==

1000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/DXjcyYLy5qeNbQhfCf24IA==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYkIj0NjM4JzKPxw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/Q9uum7Qie1RKlnyyMCvRYA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
1431	Waivers - https://simbli.eboardsolutions.com/SU/zheIVgBw9INSaqaXaujz9w==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/NdfFmK3KRDWa7ZhbLQia8g==
2000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/c0AS0PBE36YwFJGBtHHUAg==
2120	Superintendent Recruitment And Selection - https://simbli.eboardsolutions.com/SU/KplusEIXew4n7CSUQRaP29Vcw==
2230	Representative And Deliberative Groups - https://simbli.eboardsolutions.com/SU/fmALqpxKD1ahc9dsN3wjIg==
3100	Budget - https://simbli.eboardsolutions.com/SU/aC8PPargIbjIhplusnObjfp2g==
3100	Budget - https://simbli.eboardsolutions.com/SU/0onvwoV1fxbpJr5OyAa8nA==
3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/orz4psLsmV7QqRkugiduLQ==
3231	Impact Aid - https://simbli.eboardsolutions.com/SU/7Ap579LQSLQa4LplussekulFA==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/plusfXlVslshX39Rveh4Gir7slshdvg==
3350	Travel Expenses - https://simbli.eboardsolutions.com/SU/087zrkdokqcaplusql1dBgftA==
3350	Travel Expenses - https://simbli.eboardsolutions.com/SU/yFImLAlffcshslsh88xz6eL6A==
3430	Investing - https://simbli.eboardsolutions.com/SU/BxJ70GkcLv4wxiQNpOWqpw==

3430	Investing - https://simbli.eboardsolutions.com/SU/oWBREVOT7hhxE2uBDT7Zag==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/Mx5SX6pyrCC2rzhllkUCSw==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/w1UWVRblvzFSH5gGf79KGA==
3510	Green School Operations - https://simbli.eboardsolutions.com/SU/G37Ms0slsheqE8P74vvH70GSA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshl1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
4156.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/Mkj25xudxogaDvyFhwOeJg==
4256.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/gteDEslshTQ6cPxplusBCL3pXKJA==
4356.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/Hnjplusdi4SMVLqqhzvvljXzw==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/AVChH8plusSyslshvjzeplusGFxFJWA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/LBi913slshOg6sE9sNUUjspJA==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/QplusOL6joc2O14TslshRuGXoemA==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/lcKgoSUplusCplusNw4UpTQRdl0A==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/vl7cy4RIBaDtplusP12GldslshAQ==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/plusBslshDDQgasdietQdfridslshrQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==

6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6173.4	Education For American Indian Students - https://simbli.eboardsolutions.com/SU/iNkxwHkYk5grMihswbMOXQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViaylIA==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/y4cq1hSeYGrqEtIeJpLYEQ==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/hLH5xQladPYlEyHgaZbJrg==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/YTy9bjpwCqbvxNTc2Xhefw==
7213	School Facilities Improvement Districts - https://simbli.eboardsolutions.com/SU/S4TzIxF8brCAEmd3UUcwuQ==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/CjdxaqWYL8ttaua4uYpuew==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/by0EhzPoKMEew61tVs07plusQ==
7310	Naming Of Facility - https://simbli.eboardsolutions.com/SU/wplusGBX5fLLXf6SpiTuXNBnQ==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/vTHplusWby5zXa4Ik9XusgbZg==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/zttbsXMjnVGFMUQTUzCyOw==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/hMjSJqMV1ZslshPqfj94UpAwQ==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/yaMTwdI9DALoCYwkKwgn0w==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/QfknlZ1iziDTUxplussARKweQ==

9321-E PDF(1)	Closed Session - Board Meeting Agenda Descriptions for Closed Session Items - https://simbli.eboardsolutions.com/SU/yzFfpIKv29py7c0GU7E5Hw==
9321-E PDF(2)	Closed Session - Reports of Closed Session Actions - https://simbli.eboardsolutions.com/SU/slshQyLOCsux502vo1sZybqOg==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/Q2DNQERfzcBY1yXrtDM5Xw==

Policy 1431: Waivers

Status: ADOPTED

Original Adopted Date: 07/01/2005 | **Last Revised Date:** ~~10~~12/01/~~2019~~2023 | **Last Reviewed Date:** ~~10~~12/01/~~2019~~2023

CSBA NOTE: The following optional policy covers waiver requests that the State Board of Education (SBE) generally has legal authority to grant (general waivers). In order to provide districts with flexibility without undermining the basic intent of the law, Education Code 33050-33053 permit the Governing Board to request that SBE waive sections of the Education Code and Title 5 of the California Code of Regulations.

Education Code 33050 exempts certain sections of the Education Code from SBE's authority to grant waivers. ~~SB 75 (Ch. 51, Statutes of 2019) amended~~ Education Code 33050 ~~to prohibit~~ prohibits the waiver of specified provisions relating to funding for charter schools.
, and, as amended by SB 114 (Ch. 48, Statutes of 2023), prohibits the waiver of transitional kindergarten and kindergarten requirements provided for in Education Code 48000-48003.

This policy does not address waivers expressly authorized by law for specific programs and situations (specific waivers) such as the waiver of Education Code 56101 for students with disabilities, the waiver of specified school site council provisions pursuant to Education Code 65001, waivers that may be granted by the Commission on Teacher Credentialing, or waivers that may be specifically granted by the Superintendent of Public Instruction such as waivers for alternative schools. See BP 6181 - Alternative Schools/Programs of Choice. For any such waiver, the process for obtaining the waiver would be as specified in the provision of law governing the program.

The Governing Board recognizes that circumstances may arise in the operation of the district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state law or regulation which SBE has authority to waive pursuant to Education Code 33050.

CSBA NOTE: The California Department of Education (CDE) ~~web site~~website contains an online waiver request system as well as guidance and Frequently Asked Questions to help expedite the waiver submission process. Prior to submitting a waiver request, the district should confirm that it has gathered all the data required and has complied with all the legal requirements for the request. The district should also review Education Code 33051 which specifies the reasons for which SBE may deny the request.

Any waiver request to be submitted to SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request,

and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)

CSBA NOTE: The following optional paragraph is for use by districts with an employee organization certified to represent the district's employees in negotiations with the district.

In addition, the Superintendent or designee shall consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, 33051)

CSBA NOTE: The following paragraph is for use by districts that participate in a joint powers entity to operate a regional occupational center or program. See BP 6178.2 - Regional Occupational Center/Program.

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

CSBA NOTE: Education Code 33050 does not include specific requirements in regard to the public hearing that must be held before the Board submits a waiver request. CDE's , "General Waiver ~~Instructions,~~Requests", located on its ~~web site~~website, state that the public hearing must be properly noticed and held during a board meeting.

To receive public testimony on each proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

CSBA NOTE: Education Code 33050 does not specify the length of the advanced notice required for the public hearing described above. However, CSBA believes that the notice must allow sufficient time to enable members of the public adequate opportunity to participate in the waiver request process.

CDE's , "General Waiver ~~Instructions~~Requests," provide that distribution of the board meeting agenda is insufficient to constitute proper notice for the public hearing. The notice must specifically invite public testimony, and can be advertised by (1) printing a notice that includes the time, date, location, and subject of the hearing in a newspaper of general circulation, ~~or~~ (2) in small districts, posting a formal notice at each school and three public places in the district. , or (3) publishing a notice on the district's website that includes the time, date, location, and subject of the hearing. Districts should consult CSBA's District and County Office of Education Legal Services or legal counsel prior to advertising the public hearing by another means.

The following optional paragraph may be revised to specify the length of the notice in accordance with district practice, and should be modified appropriately depending on the size of the district.

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, ~~may~~shall be printed in a newspaper of general circulation ~~and/or~~, posted at each school and three public places in the district, or published on the district's website.

CSBA NOTE: Pursuant to Education Code 33051, any general waiver which has been granted for two consecutive years, or which is initially granted for two years, may be regarded as "permanent" for as long as the information on the waiver request remains current. However, SBE may require updated information for a general waiver whenever it determines that information to be necessary.

SBE may also rescind a waiver if additional information supporting a recession is made available to SBE.

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Board has requested and received the same general waiver from SBE for two consecutive years, the Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

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Policy Reference Disclaimer:
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State	Description
Ed. Code 33050-33053	General waiver authority
Ed. Code 48000-48003	Kindergarten
Ed. Code 48800	Attendance at community college
Ed. Code 51747.3	Charter school independent study funding
Ed. Code 56000-56865	Special education programs
Ed. Code 65000-65001	School site councils

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Waiver Office
Website	Commission on Teacher Credentialing

Cross References

Code	Description
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
3280	Sale Or Lease Of District-Owned Real Property

3280	Sale Or Lease Of District-Owned Real Property
4112.23	Special Education Staff
4140	Bargaining Units
4240	Bargaining Units
4340	Bargaining Units
6111	School Calendar
6117	Year-Round Schedules
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6178.2	Regional Occupational Center/Program
9320	Meetings And Notices

Policy 1431: Waivers

Status: ADOPTED

Original Adopted Date: 06/13/2019 | **Last Revised Date:** 01/23/2020 | **Last Reviewed Date:** 01/23/2020

The Board of Education recognizes that circumstances may arise in the operation of the district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state law or regulation which SBE has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)

In addition, the Superintendent or designee shall consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, 33051)

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

To receive public testimony on each proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, may be printed in a newspaper of general circulation and/or posted at each school and three public places in the district.

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Board has requested and received the same general waiver from SBE for two consecutive years, the Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

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

State References	Description
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 48000-48003	Kindergartens - https://simbli.eboardsolutions.com/SU/v8PZQjUGDjhs53slshXA3vGag==
Ed. Code 48800	Attendance at community college - https://simbli.eboardsolutions.com/SU/plusubKJND24QXXZv7alT7gGA==
Ed. Code 51747.3	Charter school independent study funding - https://simbli.eboardsolutions.com/SU/AFsmvqZUuKjCgPphjZslshkYg==
Ed. Code 56000-56865	Special education programs - https://simbli.eboardsolutions.com/SU/py2K4CXw98zsvRq5YA0RGQ==

Ed. Code 65000-65001	School site councils - https://simbli.eboardsolutions.com/SU/0EApLzMGH2XevzVUbza2cw==

Management Resources References	Description
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Waiver Office - https://simbli.eboardsolutions.com/SU/Hf0S03Px2zslsh5RfLAjlH59A==
Website	Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/cxWNiqRUuIsaq7efc7aH4Q==

Cross References	Description
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnIHxqp09IZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/60nDGvzSLhSSTgef8ShUtA==
0420.41-E PDF(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/LysOPM557YPs92qbRXq8pg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/wE2aIlgJHYShAzoZJis37g==
0420.41-E(2)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/nG0Zr6z5YLXvaWchw07Xaw==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtApIyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPIpmLjio2ptoA==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
4112.23	Special Education Staff - https://simbli.eboardsolutions.com/SU/gmZgmCslshLxxBI7mz2rvcd7A==
4140	Bargaining Units - https://simbli.eboardsolutions.com/SU/QCnzcaBJ1WToRTrvIFYcCA==
4240	Bargaining Units - https://simbli.eboardsolutions.com/SU/B89mUFIJXfK48I6UIcN6mw==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/dv0vgSXwislshplusamplusr6pQzcslshQ==
6111	School Calendar - https://simbli.eboardsolutions.com/SU/0MJbneZ9evhK0ureJoYKWA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/JrifoG4qsMslshx4ELD9ZplusNLA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/CRudpul9UFSZJWywEZtpBQ==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 09/01/1988 | **Last Revised Date:** ~~03~~10/01/~~2006~~2023 | **Viewed Last Re Date:** ~~03~~10/01/~~2006~~2023

CSBA NOTE: The following optional policy ~~and the~~, accompanying administrative regulation, and exhibit are for complaints concerning the content or 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, and should be revised to reflect district practice.

Pursuant to Education Code 242, as added by AB 1078 (Ch. 229, Statutes of 2023), the California Department of Education (CDE) is required to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

For complaints regarding the sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 – Selection and Evaluation of Instructional Materials, BP 6161.11 – Supplementary Instructional Materials, and BP 6163.1 – Library Media Centers.

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members. , and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation. and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (Education Code 35160)

~~When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.~~

~~Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.~~

~~The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.~~

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination for the Governing Board to (1) refuse to approve 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 or (2) prohibit 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. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups.

Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

However, 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 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures.

CSBA NOTE: Pursuant to Education Code 60040.5, as added by AB 1078, CDE is required to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies that it is unlawful discrimination for the Board to prohibit 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 on the basis that it contains inclusive or diverse perspectives. While Education Code 243 is specifically applicable to boards, districts should assume that any similar decision by the Superintendent, designee, or any committee established by the Superintendent would likely constitute unlawful discrimination as well; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

CSBA NOTE: The following optional paragraph limits reconsideration within a specified time period and should be modified to reflect district practice.

~~When any~~Any challenged instructional material that is reviewed by the district~~, it~~ shall not be subject to further reconsideration for 12 months, unless ~~the Superintendent determines that reconsideration is warranted~~required by law.

CSBA NOTE: Education Code 35186 details a specific process that districts must use to resolve complaints regarding sufficiency/availability of instructional materials or textbooks. See AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

Pursuant to Education Code 60119, boards are required to hold a public hearing annually regarding the sufficiency of instructional materials. If, at the public hearing, the Board makes a determination of "insufficient materials", Education Code 1240, as amended by AB 1078, requires the Board to take certain actions and specifies potential consequences for not remedying the deficiency as required by law; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved ~~pursuant to the district's~~as specified in Administrative Regulation 1312.4 – Williams ~~uniform complaint procedure at AR 1312.4~~Uniform Complaint Procedures.

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State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations

~~Ed. Code 44805~~	~~Enforcement of course of studies; use of textbooks, rules and regulations~~
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	~~Subject matter reflecting on race, color, etc.~~Nondisciminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-~~60048~~60052	~~Instructional requirements and materials~~Requirements for instructional materials
Ed. Code 60119	~~Public hearing on sufficiency of materials~~Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-~~60206~~60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials

Management Resources	**Description**
California Department of Education Publication	~~Selection of~~ Instructional Materials~~, CIL: 90/91-02~~ FAQ
California Department of Education Publication	Standards for ~~Evaluation of~~Evaluating Instructional Materials ~~with Respect to~~for Social Content, ~~1986~~2013 edition~~, revised 2001~~
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	**Description**
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public

1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications

9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Reviewed Date:** 06/13/2019

The Board of Education uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 35010	Control of district; prescription and enforcement of rules - https://simbli.eboardsolutions.com/SU/OQVSpplusCEZXMhIMKVyv3kBA==
Ed. Code 35160	Powers and duties of school boards - https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSsrkQ==

Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	High school textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlYgzg==

Management Resources References	**Description**
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hIi78ftFNM1JQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Department of Education, Curriculum and Instruction Resources - https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==

Cross References	**Description**
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==

1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/lUhL9TtJxlH7YZdpa5UJHg==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jIslshWyG1myr3r3LT6ybplus88A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==

6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/vTHplusWby5zXa4Ik9XusgbZg==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:** ~~03~~10/01/~~2006~~2023 | **ɐwed Last Revi Date:** ~~03~~10/01/~~2006~~2023

CSBA NOTE: The following optional regulation is for complaints concerning the content or 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, and should be modified to reflect district practice. Complaints alleging unlawful discrimination based on a violation of Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), related to the use or prohibited 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 are required to be investigated or resolved in accordance with the procedures specified in BP/AR 1312.3 – Uniform Complaint Procedures, or may be directly filed with the Superintendent of Public Instruction. For ~~a specific process that districts must use to resolve~~ complaints regarding the sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 – Selection and Evaluation of Instructional Materials, BP 6161.11 – Supplementary Instructional Materials, and BP 6163.1 – Library Media Centers.

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, ~~he/she~~such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, ~~he/she~~the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. ~~Complainants~~In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information ~~so that the district is able to make a proper reply.~~ . Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall ~~acknowledge~~provide the complainant with a written acknowledgement of its receipt and ~~answer~~respond to any procedural questions ~~regarding procedure.~~ the complainant may have. The principal ~~then~~ shall then notify the Superintendent or designee ~~and~~, the teacher(s~~) involved of the complaint~~), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. ~~However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.~~

Step 3: ~~Superintendent Determination~~ Review Committee

The Superintendent or designee shall determine whether to convene a review committee ~~should be convened~~ to review the complaint.

If the Superintendent or designee determines that a review committee is ~~not~~ necessary, ~~he/she shall issue a decision regarding the complaint.~~

~~**Step 4: Review Committee**~~

~~If~~ the Superintendent or designee ~~determines that a review committee is necessary, he/she~~ shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee ~~shall~~ to ensure that the review committee is informed regarding its responsibilities, the criteria ~~specified in~~to follow when reviewing instructional materials, and applicable laws, Board policy ~~and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.~~(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

~~**Step 5: Appeal to the Governing Board**~~

~~If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.~~

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Board. The Board's decision shall be final.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures

Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations
~~Ed. Code 44805~~	~~Enforcement of course of studies; use of textbooks, rules and regulations~~
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	~~Subject matter reflecting on race, color, etc.~~Nondisciminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-~~60048~~60052	~~Instructional requirements and materials~~Requirements for instructional materials
Ed. Code 60119	~~Public hearing on sufficiency of materials~~Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-~~60206~~60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials

Management Resources	**Description**
California Department of Education Publication	~~Selection of~~ Instructional Materials~~, CIL: 90/91-02~~ FAQ

California Department of Education Publication	Standards for ~~Evaluation of~~Evaluating Instructional Materials ~~with Respect to~~for Social Content, ~~1986~~2013 edition~~, revised 2001~~
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction

6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials

6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Reviewed Date:** 06/13/2019

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Board of Education

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 35010	Control of district; prescription and enforcement of rules - https://simbli.eboardsolutions.com/SU/OQVSpplusCEZXMhIMKVyv3kBA==
Ed. Code 35160	Powers and duties of school boards - https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSsrkQ==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	High school textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlYgzg==

Management Resources References	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hIi78ftFNM1JQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Department of Education, Curriculum and Instruction Resources - https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYkIj0NjM4JzKPxw==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/IUhL9TtJxlH7YZdpa5UJHg==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jIslshWyG1myr3r3LT6ybplus88A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJIIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==

5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
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9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:** ~~03~~10/01/~~2006~~2023 | **Last Review Date:** ~~03~~10/01/~~2006~~2023

ed

REQUEST FOR RECONSIDERATION OF EXISTING INSTRUCTIONAL MATERIALS

This form is only for use ~~only~~ by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of ~~an~~any existing textbook, instructional material~~. For complaints regarding sufficiency of~~, supplemental instructional ~~materials, please use the Williams Uniform Complaint Procedure complaint form~~material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date:_____

Name of person filing complaint:_____

Anonymous complaints will not be accepted.

Group represented (if any):_____

Phone:_____ E-mail address, if any:_____

Address:_____

Instructional Material Being Challenged:

Title:_____

Author:_____

Publisher:_____ Date of Edition:_____

Name of school/classroom instructional material was used:_____

~~1.~~ 1. Please specifically state the nature of your concern or objection and identify your objection by page, ~~tape~~website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

~~Did you~~_____

2. 2. Was the instructional material of concern read/viewheard/viewed in isolation or was the entire selection?

3. For read/heard/viewed? If the entire selection was not read/heard/viewed, what age group would you recommend this material?

4. If not, whatis your estimate regarding the percentage did youof the amount read/view, or what parts?
heard/viewed?

5. 3. What do you feel might be the resultis your concern regarding the consequence if a student reads/hears/views thisthe instructional material?
In your assessment, is the instructional material appropriate for the age of the students being taught?

6. 4. What would you like the school to do about thisthe instructional material?

__Do not assign it to my child

_Withdraw it from all students

__Reconsider it

Signature of complainant

For District Use:

Request received by:_____

Date:_____

Title:_____

Action taken:_____

~~Date:_____~~

Date:_____

Policy Reference UPDATE Service
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State	Description
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Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations

~~Ed. Code 44805~~	~~Enforcement of course of studies; use of textbooks, rules and regulations~~
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	~~Subject matter reflecting on race, color, etc.~~Nondisciminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-~~60048~~60052	~~Instructional requirements and materials~~Requirements for instructional materials
Ed. Code 60119	~~Public hearing on sufficiency of materials~~Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-~~60206~~60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials

Management Resources	**Description**
California Department of Education Publication	~~Selection of~~ Instructional Materials~~, CIL: 90/91-02~~ FAQ
California Department of Education Publication	Standards for ~~Evaluation of~~Evaluating Instructional Materials ~~with Respect to~~for Social Content, ~~1986~~2013 edition~~, revised 2001~~
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	**Description**
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public

1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications

9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Exhibit (PDF) 1312.2-E PDF(1): Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 06/13/2019

See PDF on the next page.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date:

Name of person filing complaint:

Anonymous complaints will not be accepted.

Group represented (if any):

Phone: E-mail address, if any:

Address:

Material Being Challenged:

Title:

Author:

Publisher: Date of Edition:

Name of school/classroom material was used:

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Did you read/view the entire selection?

3. For what age group would you recommend this material?

4. If not, what percentage did you read/view, or what parts?

5. What do you feel might be the result if a student reads/views this material?

6. What would you like the school to do about this material?

___ Do not assign it to my child

___ Withdraw it from all students

___ Reconsider it

Signature of complainant

For District Use:

Request received by: Date:

Title:

Action taken: Date:

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 35010	Control of district; prescription and enforcement of rules - https://simbli.eboardsolutions.com/SU/OQVSpplusCEZXMhIMKVyv3kBA==
Ed. Code 35160	Powers and duties of school boards - https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSsrkQ==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==

Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	High school textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlYgzg==

Management Resources References	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Department of Education, Curriculum and Instruction Resources - https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYkIj0NjM4JzKPxw==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/lUhL9TtJxlH7YZdpa5UJHg==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jIslshWyG1myr3r3LT6ybplus88A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==

1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJIIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1I46w0L28oA==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==

9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/vTHplusWby5zXa4Ik9XusgbZg==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** ~~12~~10/01/~~2021~~2023 | **Viewed Last Re Date:** ~~12~~10/01/~~2021~~2023

CSBA NOTE: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 **mandates** districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan, and Education Code 8212~~, as renumbered by AB 131 (Ch. 116, Statutes of 2021)~~ **mandates** districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. The following policy contains a list of programs and activities subject to these procedures pursuant to state law; see the section "Complaints Subject to UCP", below.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-~~2000e-17~~2000d-7), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). Whether a complaint of sexual harassment is addressed through the UCP or the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, ~~as added by 85 Fed. Reg. 30026,~~ is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the section "Non-UCP Complaints" below, the accompanying administrative regulation, BP/AR 5145.7 - Sexual Harassment, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following policy and accompanying administrative regulation reflect all components required by law, 5 CCR 4600-4670, ~~as amended by Register 2020, No. 21,~~ and the ~~2021-22~~2023-24 FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

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

Complaints Subject to UCP

CSBA NOTE: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. ~~Items #1-23~~The 2023-24 FPM instrument does not include school safety plans, as was provided for in the 2022-23 instrument. Items #1-22 list all programs and activities identified in the FPM instrument. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

For further information regarding requirements for the following programs and activities, see the law cited and/or related CSBA policy and/or administrative regulation.

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

1. Accommodations for pregnant and parenting students (Education Code 46015)

2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

3. After School Education and Safety programs (Education Code 8482-8484.65)

4. Agricultural career technical education (Education Code 52460-52462)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)

6. Child care and development programs (Education Code 8200-8488)

7. Compensatory education (Education Code 54400)

8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

9. Course periods without educational content (Education Code 51228.1-51228.3)

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic

group

identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

CSBA NOTE: Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), clarifies when it is unlawful discrimination for the Governing Board to (1) refuse to approve the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 – Complaints Concerning Instructional Materials and AR 1312.4 – Williams Uniform Complaint Procedures.

Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit 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, 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 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

11. Educational and graduation requirements for students in foster care, ~~homeless~~ students experiencing homelessness, students from military families, ~~and~~ students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)

13. Local control and accountability plan (Education Code 52075)

14. Migrant education (Education Code 54440-54445)-

15. Physical education instructional minutes (Education Code 51210, 51222, 51223)

16. Student fees (Education Code 49010-49013)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

20. ~~School safety plans (Education Code 32280-32289)~~

~~21.~~ 20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

~~22.~~ 21. State preschool programs (Education Code 8207-8225)

CSBA NOTE: Pursuant to Education Code 8212, ~~as renumbered by AB 131,~~ and CDE's ~~2021-22~~2023-24 FPM instrument, the district must use the UCP, with modifications as necessary, to resolve complaints alleging deficiencies related to health and safety issues in license-exempt CSPPs.

Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694~~, as added by Register 2020, No. 21.~~. See the section "Health and Safety Complaints in License-Exempt Preschool Programs" in the accompanying administrative regulations.

~~23.~~ 22. State preschool health and safety issues in license-exempt programs (Education Code 8212)

CSBA NOTE: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #~~24~~23 below.

~~24.~~ 23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

~~25.~~ 24. Any other state or federal educational program the ~~Superintendent of Public Instruction~~SPI or designee deems appropriate

CSBA NOTE: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face- to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

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

CSBA NOTE: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

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

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

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

CSBA NOTE: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5

CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in ~~AR~~Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

CSBA NOTE: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the Civil Rights Department ~~of Fair Employment and Housing.~~. See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in ~~AR~~Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department ~~of Fair Employment and Housing~~.

CSBA NOTE: 5 CCR 4610~~, as amended by Register 2020, No. 21,~~ limits the applicability of the UCP for complaints regarding special education and child nutrition, as provided in Items #5-7 below.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with ~~AR~~Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with ~~BP~~Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with ~~BP~~Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)

CSBA NOTE: Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with ~~AR~~Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49013	Student fees
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs

Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational content
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime

Pen. Code 422.6	Crimes; harassment

Federal	**Description**
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-~~2000e-17~~2000d-7	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources	**Description**
California Department of Education Publication	Uniform Complaint Procedure ~~2021-22~~ Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures

U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	CSBA District and County Office of Education Legal Services
Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	California Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan

1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1313	Civility
1340	Access To District Records
1340	Access To District Records
3260	Fees And Charges
3260	Fees And Charges
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.23	Special Education Staff
4112.9	Employee Notifications

4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4244	Complaints
4244	Complaints
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4344	Complaints
4344	Complaints
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance

5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5131.62	Tobacco
5131.62	Tobacco
5137	Positive School Climate
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6142.1	Sexual Health And HIV/AIDS Prevention Instruction

6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6152	Class Assignment
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6161.1	Selection and Evaluation of Instructional Materials
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children

6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning

6178.2	Regional Occupational Center/Program
6200	Adult Education
6200	Adult Education
9000	Role Of The Board
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 03/10/2022 **| Last Reviewed Date:** 03/10/2022

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

Complaints Subject to UCP

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

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

18. Regional occupational centers and programs (Education Code 52300-52334.7)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

20. School safety plans (Education Code 32280-32289)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

22. State preschool programs (Education Code 8207-8225)

23. State preschool health and safety issues in license-exempt programs (Education Code 8212)

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

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

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

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

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

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

State References	Description
2 CCR 11023	Harassment and discrimination prevention and correction - https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries - https://simbli.eboardsolutions.com/SU/gEKFVCshY2uysLTMWE06ug==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32280-32289.5	School safety plans - https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 46015	Parental leave for students - https://simbli.eboardsolutions.com/SU/A5q1Ee4yrt4KmDTVXBHEkg==
Ed. Code 48645.7	Juvenile court schools - https://simbli.eboardsolutions.com/SU/AcRvAUFJ7EplusoGIrm4VsbZw==
Ed. Code 48853-48853.5	Foster youth - https://simbli.eboardsolutions.com/SU/QU2SE6Iz7doZOGCpluslbtaEg==

Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 49010-49013	Student fees - https://simbli.eboardsolutions.com/SU/daJBvwak5yr7i9e1yKfzsA==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGIggyF7weQSbw==
Ed. Code 49069.5	Records of foster youth - https://simbli.eboardsolutions.com/SU/7EZSzhTOVeZ1vxC4vqntnA==
Ed. Code 49490-49590	Child nutrition programs - https://simbli.eboardsolutions.com/SU/HpsplusCiBj7dmHtQtmlGieZQ==
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children - https://simbli.eboardsolutions.com/SU/EHaMyWplus22XiIM2rKzLDgQA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51222	Physical education - https://simbli.eboardsolutions.com/SU/g20nvEDdHGPfUCs0pymqlA==
Ed. Code 51223	Physical education; elementary schools - https://simbli.eboardsolutions.com/SU/kjyahxIV5sXVmf5NRnPFgQ==
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51226-51226.1	Career technical education - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51228.1-51228.3	Course periods without educational content - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 52059.5	Statewide system of support - https://simbli.eboardsolutions.com/SU/FeOETX8ebgjS8BNeW4qTGA==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements - https://simbli.eboardsolutions.com/SU/8lFk3KsEOM9tKoqIuFWBwQ==
Ed. Code 52300-52462	Career technical education - https://simbli.eboardsolutions.com/SU/W5QWdzplusIzuXHkwAarOug5w==
Ed. Code 52500-52617	Adult schools - https://simbli.eboardsolutions.com/SU/lrB2FlLBOprTRYP9uEplusSslshA==
Ed. Code 54400-54425	Compensatory education programs - https://simbli.eboardsolutions.com/SU/FuvMslshOo2WtsLQ8AKjJlYOw==
Ed. Code 54440-54445	Migrant education - https://simbli.eboardsolutions.com/SU/56YV98b2cqpluspQnIpp2KrGg==
Ed. Code 54460-54529	Compensatory education programs - https://simbli.eboardsolutions.com/SU/FeT7h5o0rDzlCJFvpJcSuQ==
Ed. Code 59000-59300	Special schools and centers - https://simbli.eboardsolutions.com/SU/KxWrplus7BfgFSwbHt62ZoaCw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==

Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement - https://simbli.eboardsolutions.com/SU/HpsplusCiBj7dmHtQtmlGieZQ==
Ed. Code 65000-65001	School site councils - https://simbli.eboardsolutions.com/SU/0EApLzMGH2XevzVUbza2cw==
Ed. Code 8200-8488	Child care and development programs - https://simbli.eboardsolutions.com/SU/WaiIxWdWXPyHcdWpmOa61w==
Ed. Code 8500-8538	Adult basic education - https://simbli.eboardsolutions.com/SU/zBCOmaotzOIz4nDHL0slsh82Q==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Gov. Code 12900-12996	Fair Employment and Housing Act - https://simbli.eboardsolutions.com/SU/kYDZnuplusf3qJV95L7E0pUzw==
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions - https://simbli.eboardsolutions.com/SU/mQklFgb6c7LDiplusv1Sq4Ugg==
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Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==
Pen. Code 422.6	Crimes; harassment - https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWDfn4F58wg==

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20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964

42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

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California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
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Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
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6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/JtQDlrkSo9aktbt4cbmG5g==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/9kuifz9ovp2U1ldnNuPhJg==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.3	Education For Juvenile Court School Students - https://simbli.eboardsolutions.com/SU/KhyYZOplus0AslshTH8EJqpsJZgg==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViayIIA==

9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/ciplusM9jHmN8A9EYsTDyBc4Q==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/QfknlZ1iziDTUxplussARKweQ==
9321-E PDF(1)	Closed Session - Board Meeting Agenda Descriptions for Closed Session Items - https://simbli.eboardsolutions.com/SU/yzFfplKv29py7c0GU7E5Hw==
9321-E PDF(2)	Closed Session - Reports of Closed Session Actions - https://simbli.eboardsolutions.com/SU/slshQyLOCsux502vo1sZybqOg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** ~~12~~10/01/~~2021~~2023 | **Reviewed Last Re Date:** ~~12~~10/01/~~2021~~2023

CSBA NOTE: 5 CCR 4621 **mandates** that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP), and Education Code 8212~~, as renumbered by AB 131 (Ch. 116, Statutes of 2021)~~ **mandates** districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations **mandate** districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination, harassment, intimidation, or bullying. For example, all districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), clarifies when it is unlawful discrimination for the Governing Board to (1) refuse to approve the use any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 – Complaints Concerning Instructional Materials and AR 1312.4 – Williams Uniform Complaint Procedures.

Education Code 242, as added by AB 1078, requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, ~~homeless~~ students experiencing homelessness, former juvenile court school students, children of military families, ~~migrant~~ students who are migratory, and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

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

Compliance Officers

CSBA NOTE: 5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, harassment, intimidation, or bullying and retaliation. During its Federal Program Monitoring (FPM) process, ~~California Department of Education (CDE)~~CDE staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the lead compliance officer.

The following paragraph specifies that the compliance officer will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment pursuant to AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Districts may modify this regulation to designate different district employees to serve these functions.

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

_____
(title or position)

_____
(unit or office)

_____
(address)

_____
(telephone number)

(email
)

CSBA NOTE: The following paragraph is for use by districts that have designated more than one compliance officer.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

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

CSBA NOTE: 5 CCR 4621 **mandates** that the district's policy requires employees responsible for compliance and/or for investigating and resolving complaints to be knowledgeable about the laws and programs at issue in the complaints they are assigned. Compliance officers must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

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

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

Notifications

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

CSBA NOTE: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below.

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

CSBA NOTE: 5 CCR 4622 requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. The following list reflects those required components and additional content of the notice listed in CDE's FPM instrument.

A sample of the annual notice is available through CDE's ~~web site~~website. It is the district's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate

3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred

4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct

5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, ~~homeless~~ students experiencing homelessness, children of military families, ~~and~~ former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable

11. A statement that copies of the district's UCP are available free of charge

CSBA NOTE: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, a district and district school are required to post information related to Title IX on their ~~web sites~~websites, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. A school or district that does not maintain a ~~web site~~website may comply by posting the information on the ~~web site~~website of its district or county office of education (COE), however a school, district, or COE is not required to establish a ~~web site~~website if it does not maintain one. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8

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

CSBA NOTE: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's , "2007 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on the balancing of four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: .

Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

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

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

Filing of Complaints

CSBA NOTE: Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination, harassment, intimidation, or bullying may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

CSBA NOTE: Education Code 49013 and 52075 **mandate** districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees or violates any requirement related to the LCAP.

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.

CSBA NOTE: Pursuant to 5 CCR 4630, complaints related to the LCAP must be filed within a year of the date that the County Superintendent of Schools, the reviewing authority for districts, approves the district's LCAP.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

CSBA NOTE: Districts should consult CSBA's District and County Office of Education Legal Services or district legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault, as this may affect the district's ability to conduct a thorough investigation or provide supportive measures to the victim. In OCR's , "Part 1: Questions and Answers Regarding the Department's Title IX Regulations," it is stated that, "Title IX regulations balance a complainant's desire for confidentiality (in terms of, for instance, the complainant's identity not being disclosed to the respondent) with a school's discretion to pursue an investigation where factual circumstances warrant an investigation even though the complainant does not desire to file a formal complaint or participate in a grievance process."

These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

CSBA NOTE: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution (ADR) procedures such as mediation; see the accompanying Board policy. The following section may be modified to specify the ADR method and timelines used within the district.

Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

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

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

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

CSBA NOTE: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

~~Within 10 business days after the compliance officer receives the complaint,~~ ~~the~~The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

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

CSBA NOTE: During the investigation, the compliance officer should consider all relevant circumstances, such as how the alleged misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

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

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

CSBA NOTE: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant.
During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor

of the complainant. (5 CCR 4631)

Timeline for Investigation Report

CSBA NOTE: Pursuant to 5 CCR 4631, the district's investigation report must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the ~~Governing~~ Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

Pursuant to 5 CCR 4631, only a complainant has the right to receive the investigation report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. However, under certain circumstances, some of the same rights should be extended to a respondent in order to make the process equitable. For example, since the respondent to a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is usually an individual, the respondent should be notified when the complainant has agreed to an extension of timelines. Options 1 and 2 reflect these recommendations and may be modified to reflect district practice. When questions arise as to what rights to provide to a respondent, the district should consult CSBA's District and County Office of Education Legal Services or district legal counsel accordingly.

Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

OPTION 1: (Districts that do not allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, ~~and~~or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

OPTION 2: (Districts that allow complainants to appeal to the Board)

CSBA NOTE: The remainder of this section is for use by districts that select Option 2.

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

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

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

If the Board hears the complaint, the compliance officer shall send the Board's decision to the

complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

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

END OF OPTION 2

Investigation Report

CSBA NOTE: 5 CCR 4631 specifies components that are required to be part of the district's investigation report. Inclusion of these items will help protect the district's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

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

1. The findings of fact based on the evidence gathered

2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law

3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600

4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610

5. Procedures to be followed for initiating an appeal to CDE

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

CSBA NOTE: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), now the Student Privacy Policy Office, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the respondent when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the respondent (e.g., an order that the respondent stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with CSBA's District and County Office of Education Legal Services or district legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the respondent.

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

CSBA NOTE: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure that UCP complaint procedures pertaining to CSPP health and safety issues include a statement that the district response and the investigation report must, whenever Education Code 48985 is applicable, be written in English and the primary language in which the complaint was filed; see the section "Health and Safety Complaints in License-Exempt Preschool Programs" below. The following paragraph extends this provision to all types of complaints to ensure compliance with Education Code 48985. In addition, based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

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

CSBA NOTE: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with GDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

CSBA NOTE: The following section may be revised to reflect district practice.

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

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

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

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

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

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

CSBA NOTE: Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with required instructional minutes for physical education pursuant to Educatio

Code 51222 and 51223, course periods without educational content pursuant to Education Code 51228.3, and the LCAP requirements pursuant to Education Code 52075. Districts that do not maintain elementary schools should delete the reference to physical education below.

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

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

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

Appeals to the California Department of Education

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

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

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

CSBA NOTE: 5 CCR 4633 requires the district to submit the following documents to CDE within 10 days after the district has been notified that an appeal has been filed. The district's failure to provide a timely and complete response may result in CDE ruling on the appeal without considering information from the district.

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

1. A copy of the original complaint
2. A copy of the district's investigation report

3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

4. A report of any action taken to resolve the complaint

5. A copy of the district's UCP

6. Other relevant information requested by CDE

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

CSBA NOTE: Pursuant to 5 CCR 4633, CDE is required to issue a written decision regarding the appeal within 60 days of CDE's receipt of the appeal, unless extended by written agreement with the appellant or documentation by CDE of exceptional circumstances. Pursuant to 5 CCR 4635, if CDE's decision was issued based on evidence in the investigation file CDE received from the district or evidence uncovered after further investigation of the allegations that were the basis of the appeal, either party may request reconsideration by the ~~Superintendent of Public Instruction~~SPI or designee within 30 days of the appeal decision.

Pursuant to 5 CCR 4650, CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final investigation report; (2) the complainant requests anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; or (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile.

Health and Safety Complaints in License-Exempt Preschool Programs

CSBA NOTE: The following section is for use by districts that operate any license-exempt CSPP program. Education Code 8212~~, as renumbered by AB 131 (Ch. 116, Statutes of 2021),~~ mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program. Pursuant to Education Code 8212, the district must use the UCP, with modifications as necessary, to resolve such complaints. Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694.

See the accompanying exhibits for a sample classroom notice and complaint form.

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

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

available from the CDE ~~web site~~website. (Education Code 8212; 5 CCR 4691)

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

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

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

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

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

CSBA NOTE: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

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

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

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

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

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49013	Student fees
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools

Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational content
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal	**Description**
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-~~2000e-17~~2000d-7	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources	**Description**
California Department of Education Publication	Uniform Complaint Procedure ~~2021-22~~ Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021

U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	CSBA District and County Office of Education Legal Services
Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	California Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
1100	Communication With The Public
1113	District And School Websites

1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1313	Civility
1340	Access To District Records
1340	Access To District Records
3260	Fees And Charges
3260	Fees And Charges
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.23	Special Education Staff
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action

4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4244	Complaints
4244	Complaints
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4344	Complaints
4344	Complaints
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records

5125	Student Records
5131.62	Tobacco
5131.62	Tobacco
5137	Positive School Climate
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.7	Physical Education And Activity

6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6152	Class Assignment
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6161.1	Selection and Evaluation of Instructional Materials
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children

6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6178.2	Regional Occupational Center/Program
6200	Adult Education
6200	Adult Education
9000	Role Of The Board

9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials

Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 06/13/2019 | **Last Revised Date:** 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

Compliance Officers

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

_____
(title or position)
_____
(unit or office)
_____
(address)
_____
(telephone number)
_____
(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

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

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

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

Notifications

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

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

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate

3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred

4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct

5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable

11. A statement that copies of the district's UCP are available free of charge

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

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

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

Filing of Complaints

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

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

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

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

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

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

Timeline for Investigation Report

OPTION 1: (Districts that do not allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

OPTION 2: (Districts that allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

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

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

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

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

END OF OPTION 2

Investigation Report

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

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

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

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

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

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

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

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

1. Counseling

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

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

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

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

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

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

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

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

Appeals to the California Department of Education

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

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

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

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

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

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the

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

Health and Safety Complaints in License-Exempt Preschool Programs

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

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

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

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

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

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

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

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

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

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

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

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

State References	Description
2 CCR 11023	Harassment and discrimination prevention and correction - https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries - https://simbli.eboardsolutions.com/SU/gEKFVCshY2uysLTMWE06ug==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32280-32289.5	School safety plans - https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 46015	Parental leave for students - https://simbli.eboardsolutions.com/SU/A5q1Ee4yrt4KmDTVXBHEkg==
Ed. Code 48645.7	Juvenile court schools - https://simbli.eboardsolutions.com/SU/AcRvAUFJ7EplusoGIrm4VsbZw==
Ed. Code 48853-48853.5	Foster youth - https://simbli.eboardsolutions.com/SU/QU2SE6Iz7doZOGCpluslbtaEg==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 49010-49013	Student fees - https://simbli.eboardsolutions.com/SU/daJBvwak5yr7i9e1yKfzsA==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGIggyF7weQSbw==
Ed. Code 49069.5	Records of foster youth - https://simbli.eboardsolutions.com/SU/7EZSzhTOVeZ1vxC4vqntnA==
Ed. Code 49490-49590	Child nutrition programs - https://simbli.eboardsolutions.com/SU/HpsplusCiBj7dmHtQtmlGieZQ==
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children - https://simbli.eboardsolutions.com/SU/EHaMyWplus22XiIM2rKzLDgQA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51222	Physical education - https://simbli.eboardsolutions.com/SU/g20nvEDdHGPfUCs0pymqlA==

Ed. Code 51223	Physical education; elementary schools - https://simbli.eboardsolutions.com/SU/kjyahxIV5sXVmf5NRnPFgQ==
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51226-51226.1	Career technical education - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51228.1-51228.3	Course periods without educational content - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 52059.5	Statewide system of support - https://simbli.eboardsolutions.com/SU/FeOETX8ebgjS8BNeW4qTGA==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements - https://simbli.eboardsolutions.com/SU/8lFk3KsEOM9tKoqIuFWBwQ==
Ed. Code 52300-52462	Career technical education - https://simbli.eboardsolutions.com/SU/W5QWdzplusIzuXHkwAarOug5w==
Ed. Code 52500-52617	Adult schools - https://simbli.eboardsolutions.com/SU/lrB2FlLBOprTRYP9uEplusSslshA==
Ed. Code 54400-54425	Compensatory education programs - https://simbli.eboardsolutions.com/SU/FuvMslshOo2WtsLQ8AKjJlYOw==
Ed. Code 54440-54445	Migrant education - https://simbli.eboardsolutions.com/SU/56YV98b2cqpluspQnIpp2KrGg==
Ed. Code 54460-54529	Compensatory education programs - https://simbli.eboardsolutions.com/SU/FeT7h5o0rDzlCJFvpJcSuQ==
Ed. Code 59000-59300	Special schools and centers - https://simbli.eboardsolutions.com/SU/KxWrplus7BfgFSwbHt62ZoaCw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement - https://simbli.eboardsolutions.com/SU/HpsplusCiBj7dmHtQtmlGieZQ==
Ed. Code 65000-65001	School site councils - https://simbli.eboardsolutions.com/SU/0EApLzMGH2XevzVUbza2cw==
Ed. Code 8200-8488	Child care and development programs - https://simbli.eboardsolutions.com/SU/WaiIxWdWXPyHcdWpmOa61w==
Ed. Code 8500-8538	Adult basic education - https://simbli.eboardsolutions.com/SU/zBCOmaotzOIz4nDHL0slsh82Q==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Gov. Code 12900-12996	Fair Employment and Housing Act - https://simbli.eboardsolutions.com/SU/kYDZnuplusf3qJV95L7E0pUzw==
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions - https://simbli.eboardsolutions.com/SU/mQklFgb6c7LDiplusv1Sq4Ugg==
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations - https://simbli.eboardsolutions.com/SU/68I8yplus9z3IVKoLk4dh887g==

Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==
Pen. Code 422.6	Crimes; harassment - https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWDfn4F58wg==

Federal References	Description
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources References	Description
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==

Website	Student Privacy Policy Office - https://simbli.eboardsolutions.com/SU/vQvG7O4R64DgKeNodKlAAQ==
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/njpdBqDfo1Mslsh1ZLplusszTslshRw==
Website	California Department of Social Services - https://simbli.eboardsolutions.com/SU/TFlWOAAhRHb4PYNSjlzKlQ==
Website	U.S. Department of Justice - https://simbli.eboardsolutions.com/SU/BPwrkTmFhG0SXt3hKCVuBw==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	California Civil Rights Department - https://simbli.eboardsolutions.com/SU/RlslshmyzTCzMSVplus4uuCqYvZA==

Cross References	**Description**
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnlHxqp09lZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/60nDGvzSLhSSTgef8ShUtA==
0420.41-E PDF(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/LysOPM557YPs92qbRXq8pg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/wE2alIgJHYShAzoZJis37g==
0420.41-E(2)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/nG0Zr6z5YLXvaWchw07Xaw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/Hslsh3YFhhJGmAplus2VouBDRAsA==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/vv5CwdZakD4RbAslsh85YYVgg==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/zGykZWyhUtslshK4P5FzBVkCg==

1113	District And School Websites - https://simbli.eboardsolutions.com/SU/92wfmcN541FIED53K1C2Uw==
1113-E PDF(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/w7nYKjqtVfwCcpawAntpluspg==
1113-E(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/Uf3YpSEplusOyslqUTeEEQMbw==
1113-E(2)	District And School Websites - https://simbli.eboardsolutions.com/SU/OJFrHgjxslsh8BBtKyAl9ysjg==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/MKhwBGMweE1slshNFFV07El6A==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/slshwh0ycRLRlgLo9OqHVCw0g==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPIpmLjio2ptoA==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/lUhL9TtJxlH7YZdpa5UJHg==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jlslshWyG1myr3r3LT6ybplus88A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1313	Civility - https://simbli.eboardsolutions.com/SU/zyWFSn3O6zu02qCKCRzplusCw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WkUrNM2FzVVkLqFLyxiZng==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/4jRHUfaUfv4zxjwR1ydrpA==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/I7xazfmPT9pSxWVVLXhoAA==

3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/iJVCLHplusd0emC5ahdOQgZGg==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/bAccc4mn5slshgN2C6y0PpnWg==
3580	District Records - https://simbli.eboardsolutions.com/SU/slGJYA28YslshNTQCMslshGcplusm0g==
3580	District Records - https://simbli.eboardsolutions.com/SU/BEy9zuPlfTW5TQjPpTt55Q==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/NrEVwMw6PJJDL4bplus1RslshmwQ==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/slshVbQa5lcplus7jCyplusN0vaOJnw==
4112.23	Special Education Staff - https://simbli.eboardsolutions.com/SU/gmZgmCslshLxxBI7mz2rvcd7A==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/8BF4XXtThplusHyMYDG4JT3fw==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/URm8f8Y9UWWByR30slshlaKDw==
4112.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/rqSp7LsvGwgeRBuO3CjudA==
4112.9-E PDF(4)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RiY6sBOvtZjslshkGuVMKWdLQ==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/BFgcRoD4M25xyYjsmxUnqA==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/j95uO7vaattqunphvBbYlQ==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/hwaFajBHvODCXQdKIqvz4Q==
4119.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/BgXUb0QzPzIfdZJHyeT8yw==
4119.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/fkKpWrGocWplusjGcWuQNrIjg==
4119.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/JUkbiRF0xDtplus8un1Rky4Dg==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/loKsqVRTwKEYctzGA4g2slshw==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Whi8UKXYLR1N5t2qid1APg==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/bKgNwdQAUULSpluscGFRsLmXQ==
4212.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/zMD6tbaIzFplus6SLtFFoB3Hg==
4212.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/7bZTplus3Z98mODNKQSpyslshZ4w==
4212.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/OslshAIslshAqTUPsxDaNSas9fkQ==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/tmF5kkuxgNdyu04wdfslsh44Q==

4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/RClt5Libb5mTjTWMnqRqQw==
4219.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/5delrplusXNDSay8MQWOklblg==
4219.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/zNQhELplusR4nnskmkoZICMCw==
4219.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/N6plushya8pXbPlOQwpV2uOwQ==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/VKlylb8yQYv7slsh2ZhEh1qmg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQlFGA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slshDcB0sO5u0RY0tUKSZwVgw==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/VQbO5zeg9aWBJyflPAVADQ==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/TN2PDxjjZhNlWdb1qB5MSA==
4312.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/nEAdd6ffJchjaUXV7FgoEw==
4312.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RNaAVmS6ngJ9zPWtfa7jSQ==
4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/wqplus0lwPkAXmplusKslshTsplusA33Xw==
4319.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/bnFSYIjxxO4EpluswqlEtaWow==
4319.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/YOOZmnslshIAplusAKslshuOCt7xRVw==
4319.11	Sexual Harassment - https://simbli.eboardsolutions.com/SU/4kRFw9G7blhlmMmkifAJow==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BRu9J71Or7e3MtrWoiwxCA==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/3q2jiVsGBAXslsh9WmsN3Ri2A==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/x64w7bNWubnjpluscMr9yvhlA==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/plusnVGas413plusulrdVPloINxw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/8ksIbpS7OxQBTiX2Y03LGA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==

5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/HVJ3whplusWmIRf3r0CZdyxmQ==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/ITUqleslshUZvmhzwogt8P3Ww==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/LUPslsh3GOwWlPrzOFht6vpluskg==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/wzslshxB5PWuGpSLScMjslshssMQ==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/oQ5qkpluswaNVsZFi4HHMlfwg==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/VjM4FfQvrAXs7V14zIU8TQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vlSn1r6gykvA5Z6plusJSeg==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/l8t8YmbBtflYImdwbnRbEw==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PKu1VD5F78ewJR2U04xZ7Q==
5145.71	Title IX Sexual Harassment Complaint Procedures - https://simbli.eboardsolutions.com/SU/rIPt6W67iUFeHhgQCVy0hA==
5145.71-E PDF(1)	Title IX Sexual Harassment Complaint Procedures - https://simbli.eboardsolutions.com/SU/HKXzRslshCVeKag3slshMlk8wYCw==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/djdpluss5B8sXY5DFplusXDAoRUQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/8SJpluspF9Y2kDccXplusdIIw0yw==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLlijYQcBTww==

5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/aHXj1KbWKdGMYCTGHhoOvQ==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/uLigonpG5KlnPzfKy9UlPQ==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/JBsAJao0anM9hZYuqfNMbA==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/bxdO02orcknVGTfpbSK9vw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/hbGCDAbQPplusslshdSybFLnA10Q==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/pmsd7bmpISu6Rm8EpxeyPw==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/plusgYNOM1LVUk8aYpddRKtGg==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/AjyYJSIWle0X1X9aYsrxDA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/0rtplusMzx8L8UZ1Qslsht9ctTsA==
6152	Class Assignment - https://simbli.eboardsolutions.com/SU/yplusZi8hUyqslshMRsRage6je8A==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/m8kR6OqcnpKBslshBUOCscN6Q==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/c3m96PV0v0n1mPST6vUNcA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/JrifoG4qsMslshx4ELD9ZplusNLA==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/CRudpul9UFSZJWywEZtpBQ==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/w5y5I2RKRITTWgEGr7c4pA==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/OAsg62CoShZYMnQmfACXslshA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==

6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/JtQDlrkSo9aktbt4cbmG5g==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/9kuifz9ovp2U1ldnNuPhJg==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.3	Education For Juvenile Court School Students - https://simbli.eboardsolutions.com/SU/KhyYZOplus0AslshTH8EJqpsJZgg==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViaylIA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/ciplusM9jHmN8A9EYsTDyBc4Q==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/QfknlZ1iziDTUxplussARKweQ==
9321-E PDF(1)	Closed Session - Board Meeting Agenda Descriptions for Closed Session Items - https://simbli.eboardsolutions.com/SU/yzFfpIKv29py7c0GU7E5Hw==
9321-E PDF(2)	Closed Session - Reports of Closed Session Actions - https://simbli.eboardsolutions.com/SU/slshQyLOCsux502vo1sZybqOg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | **Last Revised Date:** ~~06~~10/01/~~2022~~2023 | **Reviewed Last Re Date:** ~~06~~10/01/~~2022~~2023

CSBA NOTE: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the district, the district is required to investigate and resolve the complaint in accordance with the Williams uniform complaint
procedures established pursuant to 5 CCR 4680-4687.

It is recommended that districts use these procedures only for complaints specified in law and this administrative regulation. See BP/AR 1312.3 - Uniform Complaint Procedures for a discussion of the types of complaints subject to the uniform complaint procedures established pursuant to 5 CCR 4600-4670. , and for license-exempt preschool programs pursuant to 5 CCR 4690-4694. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance.

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

CSBA NOTE: Education Code 242, as added by AB 1078 (Ch. 229, Statutes of 2023), requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

Pursuant to Education Code 60119, boards are required to hold a public hearing annually regarding the sufficiency of instructional materials. If, at the public hearing, the Governing Board makes a determination of "insufficient materials", Education Code 1240, as amended by AB 1078, requires the Board to take certain actions and specifies potential consequences for not remedying the deficiency as required by law; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

~~1.~~ 1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

~~a.~~ a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

~~b.~~ b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

~~c.~~ c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

~~d.~~ d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

~~2.~~ 2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

~~a.~~ a. A semester begins and a teacher vacancy exists.

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

~~b.~~ b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more ~~than 20 percent~~ English learners in the class.

~~c.~~ c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

CSBA NOTE: 5 CCR ~~4600, as amended by Register 2020, No. 21, revises the definition of~~ "beginning of the year ~~or semester" as provided below~~

~~d.~~ _____ *Beginning of the year or semester* means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

~~3.~~ 3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

a. a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously
undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

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

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, ~~or~~and paper towels or functional hand dryers. (Education Code 35292.5)

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to ~~make repairs~~repair the facility. (Education Code 35292.5)

CSBA NOTE: The following optional paragraph is for use by districts that maintain any of grades 6-12, and may be revised to reflect the grade levels served by the district.

Pursuant to Education Code 35292.6~~, as added by AB 367 (Ch. 664, Statutes of 2021), before the start of the 2022-23 school year,~~ a school that serves any of grades 6-12 is required to stock the school's restrooms with menstrual products for use in connection with the menstrual cycle free of charge. See AR 3517 - Facilities Inspection.

Although Education Code 35292.6 does not require a complaint process, it is recommended that the Williams uniform complaint procedures be used to address any allegation of noncompliance with Education Code 35292.6 in order to ensure consistency in the procedures that districts use to address allegations of noncompliance with all restroom maintenance requirements. However, ~~pursuant to 5 CCR 4610, any such district-permitted complaint may~~ not be appealed to CDE.

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

CSBA NOTE: Education Code 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

CSBA NOTE: Education Code 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, ~~the California Department of Education (CDE)~~CDE staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the ~~Governing~~ Board and to appeal facilities complaints to CDE, as detailed in the following section and the section "Investigation and Response" below.

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

CSBA NOTE: Pursuant to Education Code 35186, as amended by AB 1078, complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district, and the SPI may directly intervene without waiting for an investigation, as described in the section "Investigation and Response" below.

Pursuant to Education Code 60150, as added by AB 1078, if the SPI finds that a district has not provided sufficient textbooks or instructional materials as required, CDE is required to take all remedial actions as specified in Education Code 1240, including purchasing textbooks and instructional materials. Additionally, the SPI is required to assess a financial penalty against the ~~district's local control funding formula allocation.~~

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the

Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

CSBA NOTE: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the ~~Superintendent of Public Instruction~~SPI within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

CSBA NOTE: During the FPM process, CDE staff will expect to see the following statement.

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the
subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials

Federal	Description
20 USC 6314	Title I schoolwide program

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education (https://www.cde.ca.gov/)

Website	California County Superintendents Educational Services Association (https://ccsesa.org/)
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)
~~Website~~	~~California Department of Education, Williams Case~~
~~Website~~	~~California County Superintendents~~
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management

3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification

4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 10/20/2022 **| Last Reviewed Date:** 10/20/2022

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

    a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

    b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

    c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

    d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

    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 more than 20 percent English learners in the class.

    c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

    Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

    Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards.

    Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

    a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

    Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

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

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

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5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account - https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiT0iSjZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==

Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusElLU46oVV1EgNFUoWw==

Federal References	Description
20 USC 6314	Title I schoolwide program

Management Resources References	Description
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/8dKABfP8KgqMplus2tMzeNqdQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/lUhL9TtJxlH7YZdpa5UJHg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==

1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/axGpVjdPOgNZrBMZBQtiFQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/n7CuOUfbHIaAcCzD0HsiyA==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/nHjErTm6oJjhW7gDtLAUoA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/eL7YUxCKnubQJPnNplusTyAJA==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/x6S9ocBBuKNsqUADxQLRCw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/lhz3BYcDgwm4qHJvkp6P7Q==
4113	Assignment - https://simbli.eboardsolutions.com/SU/8TGgSGrhIGDT3a1Y0kfN5A==
4113	Assignment - https://simbli.eboardsolutions.com/SU/WslshslsheslshYeJGKmOdpUu98PFTw==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEIy1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQIFGA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slshDcB0sO5u0RY0tUKSZwVgw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==

5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYIplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** ~~03~~10/01/~~2019~~2023 | **Viewed Last Re Date:** ~~03~~10/01/~~2019~~2023

CSBA NOTE: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

2. School facilities must be clean, safe, and maintained in good repair.

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one- semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

CSBA NOTE: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's ~~web site~~website will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district ~~web site~~website addresses.

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

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the
subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English

Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials

Federal	**Description**
20 USC 6314	Title I schoolwide program

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education (https://www.cde.ca.gov/)
Website	California County Superintendents Educational Services Association (https://ccsesa.org/)
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)
~~Website~~	~~California Department of Education, Williams Case~~
~~Website~~	~~California County Superintendents~~
Website	CSBA

Cross References

Code	**Description**
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials

1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials

6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications

9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Exhibit (PDF) 1312.4-E PDF(1): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 10/15/2020 **| Last Reviewed Date:** 10/15/2020

See PDF on the next page.

Exhibit 1

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:

K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

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

Exhibit SAN YSIDRO SCHOOL DISTRICT

version: June 13, 2019 San Ysidro, California

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account - https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiT0iSjZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusElLU46oVV1EgNFUoWw==

Federal References	Description
20 USC 6314	Title I schoolwide program

Management Resources References	Description
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/8dKABfP8KgqMplus2tMzeNqdQ==

Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	**Description**
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/lUhL9TtJxlH7YZdpa5UJHg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==

1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/axGpVjdPOgNZrBMZBQtiFQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/n7CuOUfbHIaAcCzD0HsiyA==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/nHjErTm6oJjhW7gDtLAUoA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/eL7YUxCKnubQJPnNplusTyAJA==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/x6S9ocBBuKNsqUADxQLRCw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/Ihz3BYcDgwm4qHJvkp6P7Q==
4113	Assignment - https://simbli.eboardsolutions.com/SU/8TGgSGrhIGDT3a1Y0kfN5A==
4113	Assignment - https://simbli.eboardsolutions.com/SU/WslshslsheslshYeJGKmOdpUu98PFTw==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEIy1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQlFGA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slshDcB0sO5u0RY0tUKSZwVgw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==

6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | **Last Revised Date:** ~~06~~10/01/~~2022~~2023 | **Reviewed Last Re Date:** ~~06~~10/01/~~2022~~2023

CSBA NOTE: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.

K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes
No

Contact information: (if response is requested)
Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Course title/grade level and teacher name: _____
Room number/name of room/location of facility: _____

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

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

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

    - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required

instructional materials to use in class.

- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

   - A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

   - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more ~~than 20 percent~~ English learners in the class.

   - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

   - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire
     sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous
     materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

   - A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, ~~or~~and paper towels or functional hand dryers.

CSBA NOTE: The following optional item is for districts that choose to use the Williams uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with menstrual products pursuant to Education Code 35292.6; see the accompanying administrative regulation.

- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

  CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to ~~make repairs~~repair the facility.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

_____
_____
_____
_____
_____
_____
_____

CSBA NOTE: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

_____
(principal or designee)

_____
(address)

CSBA NOTE: Pursuant to Education Code 35186, as amended by AB 1078 (Ch. 229, Statutes of 2023), complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation by the district; see the accompanying administrative regulation for more information. The following paragraph may be used by districts to inform complainants about the option to file complaints directly with the SPI.

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

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

_____ _____

(Signature) (Date)

Policy Reference UPDATE Service
Copyright 2023 by **California School Boards Association**, West Sacramento, California 95691 All rights reserved.

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials

Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials

Federal	Description
20 USC 6314	Title I schoolwide program

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education (https://www.cde.ca.gov/)
Website	California County Superintendents Educational Services Association (https://ccsesa.org/)
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)
~~Website~~	~~California Department of Education, Williams Case~~
~~Website~~	~~California County Superintendents~~
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records

1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies

3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board

9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Exhibit (PDF) 1312.4-E PDF(2): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 10/15/2020 **| Last Reviewed Date:** 10/15/2020

See PDF on the next page.

Exhibit 2

K-12 COMPLAINT FORM:

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? __ Yes __ No

Contact information: (if response is requested)

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Date problem was observed:

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

School name/address:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

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

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

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

__ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

__ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

__ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

__ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

__ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

__ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

__ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

__ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

__ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

__ For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

__ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

(Superintendent or designee)

(address)

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

(Signature) (Date)

Exhibit SAN YSIDRO SCHOOL DISTRICT

version: June 13, 2019 San Ysidro, California

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account - https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiT0iSjZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusElLU46oVV1EgNFUoWw==

Federal References	Description
20 USC 6314	Title I schoolwide program

Management Resources References	Description
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/8dKABfP8KgqMplus2tMzeNqdQ==

Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	**Description**
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/1B5V1awYklj0NjM4JzKPxw==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/KqtAfhnyYmNOMmUFSbWaJg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/lUhL9TtJxlH7YZdpa5UJHg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==

1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/axGpVjdPOgNZrBMZBQtiFQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/n7CuOUfbHIaAcCzD0HsiyA==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/nHjErTm6oJjhW7gDtLAUoA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/eL7YUxCKnubQJPnNplusTyAJA==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/x6S9ocBBuKNsqUADxQLRCw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/Ihz3BYcDgwm4qHJvkp6P7Q==
4113	Assignment - https://simbli.eboardsolutions.com/SU/8TGgSGrhIGDT3a1Y0kfN5A==
4113	Assignment - https://simbli.eboardsolutions.com/SU/WslshslsheslshYeJGKmOdpUu98PFTw==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEIy1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQlFGA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slshDcB0sO5u0RY0tUKSZwVgw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==

6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/zBDaaRxMplus3plusaFBvIgwdRslshg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/MUANAHffhFXRiSlbxt8hmw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Marliyn Adrianzen,
Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: FIRST READING AND ADOPTION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS - 3000 SERIES

BACKGROUND INFORMATION:

The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting.

Governing Boards are responsible for the development and compliance of its board policies. They are responsible for adopting and revising policies in keeping with new laws and legislation that impact specific policies and administrative regulations.

Below is the list of revised Board Policies and Administrative Regulations - 3000 series:

- Board Policy/Administrative Regulation 3400 - Management of District Assets/Accounts.

RECOMMENDATION:
Approve the First Reading and Adoption of Revised Board Policies and Administrative Regulations - 3000 series: Board Policy/Administrative Regulation 3400 - Management of District Assets/Accounts.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications? ☐ Yes ☒ No

Are funds for this item available in the 2023-2024 Budget? ☐ Yes ☐ No

Requisition #

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

REFERENCE GUIDE SHEET

3000 SERIES

Board Policy 3400 - Management of District Assets/Accounts

Policy updated to reflect NEW LAW (SB 1439, 2022) related to conflict of interest from campaign contributions and existing conflict of interest provisions by providing that Governing Board members and district employees involved in the making of contracts on behalf of the district comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest. Policy also updated to direct the Superintendent to submit reports of the district's financial status to the Board, in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, and develop additional internal controls to strengthen fraud prevention.

Administrative Regulation 3400 - Management of District Assets/Accounts

Regulation updated to reference Governmental Accounting Standards Board's (GASB) Statement #87 regarding lease accounting and GASB Statement #96 regarding subscription-based information technology agreements. Regulation also updated to clarify that the district should utilize the California Department of Education's standardized account code structure software to develop financial reports, and that the district's accounting system should comply with generally accepted accounting principles prescribed by GASB and meet other state and federal reporting guidelines. Additionally, regulation updated to expand the list of actions that constitute fraud, financial improprieties or irregularities; separate out district and county office of education investigations; clarify that the district cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team, law enforcement, or other governmental entities that conduct a fraud investigation; and, consult legal when discussing or disclosing the result of any fraud investigation.

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 07/01/2001 | **Last Revised Date:** ~~07~~12/01/~~2007~~2023 | **Last Reviewed Date:** ~~07~~12/01/~~2007~~2023

CSBA NOTE: The following policy is optional and should be revised to reflect district practice. Since the management of district assets and accounts is dependent on reliable financial reports, the Governing Board expects that the district's financial reports will adhere to generally accepted financial and accounting standards. The Governmental Accounting Standards Board (GASB) is a nonprofit agency that establishes financial and accounting standards for state and local government agencies, including school districts. By using the California Department of Education's (CDE) standardized account code structure (SACS) software to develop financial reports, the district will be assured of complying with generally accepted accounting principles prescribed by GASB and meeting other state and federal reporting guidelines.

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. ~~He/she~~The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards. as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 – Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

CSBA NOTE: Statement #34 from ~~the Governmental Accounting Standards Board~~ (GASB~~), the national group responsible for establishing accounting and financial reporting standards for state and local governments,~~ requires that districts determine an appropriate capitalization threshold and identify and valuate capital assets. ~~The California Department of Education (CDE)~~CDE recommends, for most districts, a capitalization threshold that includes a unit acquisition cost criterion of at least $5,000, although a lower threshold may be necessary for small districts and higher threshold for larger districts. For more information regarding Statement #34, see, "FAQs regarding Government Accounting Standards Board (GASB) 34," available on CDE's website. The following optional paragraph establishes a $5,000 capitalization threshold consistent with ~~the~~ CDE's recommendation. The district should revise ~~the following paragraph if it has established a different threshold.~~

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value

or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

CSBA NOTE: Internal controls are defined as safeguards that are in place to provide assurance regarding the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Internal controls are checks and balances to help prevent fraud, waste, and abuse.

The following section contains recommendations by auditors of internal control policies and procedures and should be modified to reflect district practice.

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

CSBA NOTE: When entering into a contract, a district is required to comply with California's conflict of interest laws, including, but not limited to, Government Code 1090 (financial interest in a contract), Government Code 87100-87500 (Political Reform Act), and Government Code 84308, as amended by SB 1439 (Ch. 848, Statutes of 2022), related to conflict of interest from campaign contributions. Pursuant to Government Code 1090, Board members, district employees, and consultants are prohibited from having a financial interest in any contract made by the Board on behalf of the district. See BP 3312 – Contracts and BB 9270 – Conflicts of Interest.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. - assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to ~~his/her~~the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 1241.5	Audit by county superintendent
Ed. Code 14500-14508	Financial and compliance audits
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 41010-41023	Accounting regulations; budget controls and
audits Ed. Code 42600-42603	Control of expenditures
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements, and other data
Gov. Code 1090-1099	Prohibitions applicable to specified
officers Gov. Code 53995-53997	Obligation of contract
Gov. Code 84308	Campaign Disclosure
Gov. Code 87100-87500	Political Reform Act

Management Resources	Description
Governmental Accounting Standards Board Publication	Implementation Guide No. 2023-1, Implementation Guidance Update –2023, June 2023 (https://www.gasb.org/page/ShowDocument?path=Implementation%2520Guide%2520No.%25202023-1%E2%80%94Implementation%2520Guidance%2520Update%E2%80%942023.pdf&acceptedDisclaimer=true&title=GASB+IMPLEMENTATION+GUIDE+NO.+2023-1%E2%80%94IMPLEMENTATION+GUIDANCE+UPD)
Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020 (www.gasb.org/document/blob?fileName=GASBS%2096.pdf)
Governmental Accounting Standards Board Publication	Implementation Guide No. 2019-3, Leases

August 2019
(https://www.gasb.org/page/ShowDocument?path
=Implementatio 2520Guide%25202019-

	3%CE%93%C3%87%C3%B6Leases.pdf&acceptedDisclaimer=true le=GASB+IMPLEMENTATION+GUIDE+NO.+2019- 3%E2%80%94LEASES&Submit=)
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017 (www.gasb.org/document/blob?fileName=GASBS87.pdf)
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 (https://gasb.org/page/ShowDocument?path=GASBS%252034.pd cceptedDisclaimer=true&title=GASB+STATEMENT+NO.+34%2C+ SIC+FINANCIAL+STATEMENTS%E2%80%94AND+MANAGEMEN %27S+DISCUSSION+AND+ANALYSIS%E2%80%94FOR+STATE+ D+LOCAL+GOVERNMENTS&Submit=)
Website	CSBA District and County Office of Education Legal Services
Website	Governmental Accounting Standards Board
Website	California State Controller
Website	California Department of Education, Finance and Grants
Website	CSBA
Website	Fiscal Crisis and Management Assistance Team
Website	California Association of School Business Officials
Website	School Services of California, Inc.

Cross References

Code	Description
3000	Concepts And Roles
3100	Budget
3100	Budget
3110	Transfer Of Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3300	Expenditures And Purchases
3312	Contracts
3314	Payment For Goods And Services

3314	Payment For Goods And Services
3314.2	Revolving Funds

3430	Investing
3430	Investing
3440	Inventories
3451	Petty Cash Funds
3452	Student Activity Funds
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3511	Energy And Water Management
3511	Energy And Water Management
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
4112.6	Personnel Files
4119.1	Civil And Legal Rights
4119.23	Unauthorized Release Of Confidential/Privileged Information
4151	Employee Compensation
4212.6	Personnel Files
4219.1	Civil And Legal Rights
4219.23	Unauthorized Release Of Confidential/Privileged Information
4251	Employee Compensation
4312.6	Personnel Files
4319.1	Civil And Legal Rights
4319.23	Unauthorized Release Of Confidential/Privileged Information
4351	Employee Compensation
5126	Awards For Achievement
5126	Awards For Achievement

9124	Attorney
9270	Conflict of Interest

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 05/09/2019 **| Last Reviewed Date:** 05/09/2019

The Board of Education recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

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State References	Description
Ed. Code 1241.5	Audit by county superintendent
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Ed. Code 35035	Powers and duties of the superintendent; transfer authority - https://simbli.eboardsolutions.com/SU/U8vklOrjlenvguXkYb3glg==
Ed. Code 35250	Duty to keep certain records and reports - https://simbli.eboardsolutions.com/SU/0CNdSb65lqPslshplzWPipnwg==
Ed. Code 41010-41023	Accounting regulations; budget controls and audits - https://simbli.eboardsolutions.com/SU/iySoWvuYwi7FVxfDFGU9KA==

Ed. Code 42600-42603	Control of expenditures - https://simbli.eboardsolutions.com/SU/1jU0NJNpluspoAnhvplusUMxsgMg==
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements, and other data - https://simbli.eboardsolutions.com/SU/ouked3v4MSOvUHdxPslshHO6w==
Elec. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 53995-53997	Obligation of contract - https://simbli.eboardsolutions.com/SU/8863QIIGsxoOEBZOMEOohw==
Gov. Code 84308	Campaign Disclosure - https://simbli.eboardsolutions.com/SU/n7Sz3yU8cLVytag8uq23bQ==
Gov. Code 87100-87500	Political Reform Act - https://simbli.eboardsolutions.com/SU/mYFChdFDgtU7wwubQ4ReCA==

Management Resources References	**Description**
Governmental Accounting Standards Board Pub.	Implementation Guide No. 2019-3, Leases, August 2019 - https://simbli.eboardsolutions.com/SU/xmhiRAI4Obmhmg02CrPPfQ==
Governmental Accounting Standards Board Pub.	Implementation Guide No. 2023-1, Implementation Guidance Update – 2023, June 2023 - https://simbli.eboardsolutions.com/SU/vggLSsW3kCTX0XaBUt99xw==
Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020 - https://simbli.eboardsolutions.com/SU/plus5QJbux3lLoQYlmXgyDi8g==
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017 - https://simbli.eboardsolutions.com/SU/tJH1NnP3RzbdWsAslsh5ma7TQ==
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 - https://simbli.eboardsolutions.com/SU/pEAz8kbmc91lGk4KIunkxw==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQIvf5bslshbBggjhog==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNl2CDjZqs24TpVv3gw==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/GDLauCiDFl4Ms1eIPGARvA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTlb0g==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOlNPGdkIslshZR9e7VNuDXg==

Cross References	**Description**
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/koBYB6aFeYqPaslsh55nD9MkA==
3100	Budget - https://simbli.eboardsolutions.com/SU/aC8PPargIbjIhplusnObjfp2g==
3100	Budget - https://simbli.eboardsolutions.com/SU/0onvwoV1fxbpJr5OyAa8nA==

3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/7e1gYbBPTeclM7Q1Mv48rA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/dqDsFAt2Vf6MslshpAdjSco9g==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/UV0vaPkKej5U0GraXzj25Q==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/PiJMZVvpjV1P1BWzGWwzAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/plusfXlVslshX39Rveh4Gir7slshdvg==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/MbHA9gIHxrKze4lIPVE9plusg==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/PKOZIdoJTQSbrFsmrxxIIw==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/hAacxs5JW5sin4sWelBZ2g==
3430	Investing - https://simbli.eboardsolutions.com/SU/BxJ70GkcLv4wxiQNpOWqpw==
3430	Investing - https://simbli.eboardsolutions.com/SU/oWBREVOT7hhxE2uBDT7Zag==
3440	Inventories - https://simbli.eboardsolutions.com/SU/qIoGYSIslsh1O3sXdLa5sXyiA==
3451	Petty Cash Funds - https://simbli.eboardsolutions.com/SU/ctuGLYOp9AoSFMqFM9wU5Q==
3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/ZwslshsZbrB8d0hcJAHSgxdpg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/Mx5SX6pyrCC2rzhllkUCSw==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/w1UWVRblvzFSH5gGf79KGA==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/xMB5SSaSDujcCk9t8CcU4A==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/O9FKTqHslshqNGBKo5saslshMH6Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/h07XgTJ0QslshS45Pc7PrL6Xg==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/hESWDzNlCVBL4CkwCS2oqQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/Jq6plusqrzxnKCsHCplusF6tVuQw==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/SmPxZZhOmKrDoOuslshmeXVqQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/DS9arTo3EqH0qPdUmAyhHA==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUlClLEpQ3N9wg0E4Bg==
4119.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/BgXUb0QzPzlfdZJHyeT8yw==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/loKsqVRTwKEYctzGA4g2slshw==

4151	Employee Compensation - https://simbli.eboardsolutions.com/SU/naz7Yn0cXslsh3dWi1oz57R1Q==
4212.6	Personnel Files - https://simbli.eboardsolutions.com/SU/uNiu75vyJXMvsclI7slshOVGg==
4219.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/5delrplusXNDSay8MQWOkIblg==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/VKlylb8yQYv7slsh2ZhEh1qmg==
4251	Employee Compensation - https://simbli.eboardsolutions.com/SU/yNPUCslshsbO1HjiproVkjUMw==
4312.6	Personnel Files - https://simbli.eboardsolutions.com/SU/slshQ37eOVLFslshfF0try0wpUNA==
4319.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/bnFSYIjxxO4EpluswqlEtaWow==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BRu9J71Or7e3MtrWoiwxCA==
4351	Employee Compensation - https://simbli.eboardsolutions.com/SU/RDFSi3tFK6aeZJVVplusRp0wg==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/AVChH8plusSyslshvjzeplusGFxFJWA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/LBi913slshOg6sE9sNUUjspJA==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==

Regulation 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 10/01/1993 | **Last Revised Date:** ~~07~~12/01/~~2003~~2023 | **Last Reviewed Date:** ~~07~~12/01/~~2003~~2023

Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education (CDE) School Accounting Manual. (Education Code 41010)

CSBA NOTE: Pursuant to the Governmental Accounting Standards Board's (GASB) Statement #87, and GASB's Implementation Guide No. 2019-3, there is only one single model for lease accounting with no distinction between capital and operating leases.

"Subscription-based information technology arrangements" (SBITA) is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. Such arrangements are covered under GASB Statement #96, "Subscription-Based Information Technology Arrangements," which states that when a district utilizes SBITA, it results in an intangible right-to- use subscription asset and a corresponding subscription liability and requires disclosure. Because of the liability and disclosure requirements, the district should ensure proper accounting of assets based on type, and consult with the district's auditor as necessary.

Additional information about GASB Statements #87 and #96 can be found in GASB's accompanying Implementation Guides, available on GASB's website, and the California Department of Education's (CDE), "Standardized Account Code Structure (SACS) November 2, 2021 meeting minutes," available on CDE's website. For more information on financial reports of the district, see BP/AR 3460 – Financial Reports and Accountability.

The district shall utilize CDE's standardized account code structure (SACS) software to develop financial reports. The district's accounting system shall comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB) and meet other state and federal reporting guidelines.

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

~~**Fraud Prevention and Investigation**~~**Fraud and Misappropriation of Funds**

CSBA NOTE: The following optional section may be revised to reflect district practice and definitions.

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district

2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document

3. Misappropriation of funds, securities, supplies, or other assets

4. Impropriety in the handling of money or reporting of financial transactions

5. Profiteering as a result of insider knowledge of district information or activities

6. Disclosing confidential and/or proprietary information to outside parties

7. Disclosing investment activities engaged in or contemplated by the district

8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the district

9. Destroying, removing, or inappropriately using of records, furniture, fixtures, or equipment

10. Failing to provide financial records to authorized state or local entities

11. Overstating income, expenses, or misreporting time

~~10.~~12. Failing to report a conflict of interest

~~11.~~13. Any other dishonest or fraudulent act

District Investigation

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter ~~and~~, any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation ~~shall~~ , and discussing or disclosing the result of any investigation shall be made in consultation with legal counsel. ~~The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.~~

County Office of Education Investigation

CSBA NOTE: The Fiscal Crisis and Management Assistance Team (FCMAT) is an independent entity whose primary mission is to help districts identify, prevent, and resolve financial, operational, and data management challenges, including assisting districts to avert fiscal insolvency, providing districts with fiscal management assistance, and creating efficient organizational operations. FCMAT assists with extraordinary audits conducted pursuant to Education Code 1241.5, which permits the County Superintendent of Schools to review or audit a district's expenditures and internal controls if the County Superintendent has reason to believe that fraud, misappropriation of funds, or other

illegal fiscal practices have occurred that merit examination. It is the responsibility of the County Superintendent to report the findings and recommendations to the Governing Board at a regularly scheduled board meeting within 45 days of completing the review, audit, or examination, and then, no later than 15 calendar days after receipt of the report, the district is required to notify the County Superintendent of its proposed actions on the recommendations.

The district shall cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement, or other governmental entities that conduct a fraud investigation, in accordance with law. (Education Code 1241.5)

Policy Reference UPDATE Service
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Management Resources	Description
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Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020 (www.gasb.org/document/blob?fileName=GASBS%2096.pdf)
Governmental Accounting Standards Board Publication	Implementation Guide No. 2019-3, Leases, August 2019 (https://www.gasb.org/page/ShowDocument?path=Implementatio 2520Guide%25202019-3%CE%93%C3%87%C3%B6Leases.pdf&acceptedDisclaimer=true
Governmental Accounting Standards Board Statement	le=GASB+IMPLEMENTATION+GUIDE+NO.+2019- 3%E2%80%94LEASES&Submit=)
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017 (www.gasb.org/document/blob?fileName=GASBS87.pdf)
	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 (https://gasb.org/page/ShowDocument?path=GASBS%252034.pd cceptedDisclaimer=true&title=GASB+STATEMENT+NO.+34%2C+ SIC+FINANCIAL+STATEMENTS%E2%80%94AND+MANAGEMEN %27S+DISCUSSION+AND+ANALYSIS%E2%80%94FOR+STATE+ D+LOCAL+GOVERNMENTS&Submit=)
Website	CSBA District and County Office of Education Legal Services
Website	Governmental Accounting Standards Board
Website	California State Controller
Website	California Department of Education, Finance and Grants
Website	CSBA
Website	Fiscal Crisis and Management Assistance Team
Website	California Association of School Business Officials
Website	School Services of California, Inc.

Cross References

Code	Description
3000	Concepts And Roles
3100	Budget
3100	Budget
3110	Transfer Of Funds

3230	Federal Grant
Funds	
3230	Federal Grant Funds
3300	Expenditures And Purchases

3312	Contracts
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3314.2	Revolving Funds
3430	Investing
3430	Investing
3440	Inventories
3451	Petty Cash Funds
3452	Student Activity Funds
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3511	Energy And Water Management
3511	Energy And Water Management
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
4112.6	Personnel Files
4119.1	Civil And Legal Rights
4119.23	Unauthorized Release Of Confidential/Privileged Information
4151	Employee Compensation
4212.6	Personnel Files
4219.1	Civil And Legal Rights
4219.23	Unauthorized Release Of Confidential/Privileged Information
4251	Employee Compensation
4312.6	Personnel Files
4319.1	Civil And Legal Rights
4319.23	Unauthorized Release Of Confidential/Privileged Information
4351	Employee Compensation
5126	Awards For Achievement

5126	Awards For Achievement
9124	Attorney
9270	Conflict of Interest

Regulation 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 05/09/2019 **| Last Reviewed Date:** 05/09/2019

Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

Fraud Prevention and Investigation

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the district
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district
9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment
10. Failing to provide financial records to authorized state or local entities
11. Any other dishonest or fraudulent act

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Board of Education. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

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

State References	Description
Ed. Code 1241.5	Audit by county superintendent
Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExILRgXIGlFUpluskbtjAagJg==
Ed. Code 35035	Powers and duties of the superintendent; transfer authority - https://simbli.eboardsolutions.com/SU/U8vklOrjlenvguXkYb3glg==

Ed. Code 35250	Duty to keep certain records and reports - https://simbli.eboardsolutions.com/SU/0CNdSb65lqPslshplzWPipnwg==
Ed. Code 41010-41023	Accounting regulations; budget controls and audits - https://simbli.eboardsolutions.com/SU/iySoWvuYwi7FVxfDFGU9KA==
Ed. Code 42600-42603	Control of expenditures - https://simbli.eboardsolutions.com/SU/1jU0NJNpluspoAnhvplusUMxsgMg==
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements, and other data - https://simbli.eboardsolutions.com/SU/ouked3v4MSOvUHdxPslshHO6w==
Elec. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 53995-53997	Obligation of contract - https://simbli.eboardsolutions.com/SU/8863QIIGsxoOEBZOMEOohw==
Gov. Code 84308	Campaign Disclosure - https://simbli.eboardsolutions.com/SU/n7Sz3yU8cLVytag8uq23bQ==
Gov. Code 87100-87500	Political Reform Act - https://simbli.eboardsolutions.com/SU/mYFChdFDgtU7wwubQ4ReCA==

Management Resources References	**Description**
Governmental Accounting Standards Board Pub.	Implementation Guide No. 2019-3, Leases, August 2019 - https://simbli.eboardsolutions.com/SU/xmhiRAI4Obmhmg02CrPPfQ==
Governmental Accounting Standards Board Pub.	Implementation Guide No. 2023-1, Implementation Guidance Update – 2023, June 2023 - https://simbli.eboardsolutions.com/SU/vggLSsW3kCTX0XaBUt99xw==
Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020 - https://simbli.eboardsolutions.com/SU/plus5QJbux3lLoQYlmXgyDi8g==
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017 - https://simbli.eboardsolutions.com/SU/tJH1NnP3RzbdWsAslsh5ma7TQ==
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 - https://simbli.eboardsolutions.com/SU/pEAz8kbmc91lGk4KIunkxw==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQIvf5bslshbBggjhog==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNl2CDjZqs24TpVv3gw==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/GDLauCiDFl4Ms1eIPGARvA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTlb0g==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOlNPGdkIslshZR9e7VNuDXg==

Cross References	**Description**
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/koBYB6aFeYqPaslsh55nD9MkA==
3100	Budget - https://simbli.eboardsolutions.com/SU/aC8PPargIbjIhplusnObjfp2g==

3100	Budget - https://simbli.eboardsolutions.com/SU/0onvwoV1fxbpJr5OyAa8nA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/7e1gYbBPTeclM7Q1Mv48rA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/dqDsFAt2Vf6MslshpAdjSco9g==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/UV0vaPkKej5U0GraXzj25Q==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/PiJMZVvpjV1P1BWzGWwzAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/plusfXlVslshX39Rveh4Gir7slshdvg==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/MbHA9gIHxrKze4lIPVE9plusg==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/PKOZIdoJTQSbrFsmrxxIIw==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/hAacxs5JW5sin4sWeIBZ2g==
3430	Investing - https://simbli.eboardsolutions.com/SU/BxJ70GkcLv4wxiQNpOWqpw==
3430	Investing - https://simbli.eboardsolutions.com/SU/oWBREVOT7hhxE2uBDT7Zag==
3440	Inventories - https://simbli.eboardsolutions.com/SU/qIoGYSIslsh1O3sXdLa5sXyiA==
3451	Petty Cash Funds - https://simbli.eboardsolutions.com/SU/ctuGLYOp9AoSFMqFM9wU5Q==
3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/ZwslshsZbrB8d0hcJAHSgxdpg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/Mx5SX6pyrCC2rzhllkUCSw==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/w1UWVRblvzFSH5gGf79KGA==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/xMB5SSaSDujcCk9t8CcU4A==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/O9FKTqHslshqNGBKo5saslshMH6Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/h07XgTJ0QslshS45Pc7PrL6Xg==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/hESWDzNlCVBL4CkwCS2oqQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/Jq6plusqrzxnKCsHCplusF6tVuQw==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/SmPxZZhOmKrDoOuslshmeXVqQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/DS9arTo3EqH0qPdUmAyhHA==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUlClLEpQ3N9wg0E4Bg==
4119.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/BgXUb0QzPzlfdZJHyeT8yw==

4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/loKsqVRTwKEYctzGA4g2slshw==
4151	Employee Compensation - https://simbli.eboardsolutions.com/SU/naz7Yn0cXslsh3dWi1oz57R1Q==
4212.6	Personnel Files - https://simbli.eboardsolutions.com/SU/uNiu75vyJXMvsclI7slshOVGg==
4219.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/5delrplusXNDSay8MQWOklblg==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/VKlylb8yQYv7slsh2ZhEh1qmg==
4251	Employee Compensation - https://simbli.eboardsolutions.com/SU/yNPUCslshsbO1HjiproVkjUMw==
4312.6	Personnel Files - https://simbli.eboardsolutions.com/SU/slshQ37eOVLFslshfF0try0wpUNA==
4319.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/bnFSYIjxxO4EpluswqlEtaWow==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BRu9J71Or7e3MtrWoiwxCA==
4351	Employee Compensation - https://simbli.eboardsolutions.com/SU/RDFSi3tFK6aeZJVVplusRp0wg==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/AVChH8plusSyslshvjzeplusGFxFJWA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/LBi913slshOg6sE9sNUUjspJA==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little,
Assistant Superintendent of
Educational Leadership and
Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: FIRST READING AND ADOPTION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS - 5000 SERIES

BACKGROUND INFORMATION:
The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting.

Governing Boards are responsible for the development and compliance of its board policies. They are responsible for adopting and revising policies in keeping with new laws and legislation that impact specific policies and administrative regulations.

Below is the list of revised Board Policies and Administrative Regulations - 5000 series:

- Board Policy 5145.3 - Nondiscrimination/Harassment
- Board Policy 5116.2 - Involuntary Student Transfers
- Board Policy/Administrative Regulation 5131.2 - Bullying
- Administrative Regulation 5141.21 - Administering Medication and Monitoring Health Conditions
- Board Policy/Administrative Regulation 5148.3 - Preschool/ Early Childhood Education.

RECOMMENDATION:
Approve the First Reading and Adoption of Revised Board Policies and Administrative Regulations - 5000 series: Board Policy 5145.3 - Nondiscrimination/Harassment, Board Policy 5116.2 - Involuntary Student Transfers, Board Policy/Administrative Regulation 5131.2 - Bullying, Administrative Regulation 5141.21 - Administering Medication and Monitoring Health Conditions and Board Policy/Administrative Regulation 5148.3 - Preschool/ Early Childhood Education.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications? ☐ Yes ☒ No

Are funds for this item available in the 2023-2024 Budget? ☐ Yes ☐ No

Requisition #

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

REFERENCE GUIDE SHEET

5000 SERIES

Board Policy 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district, and (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. Policy also updated to provide that all allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with the district's uniform complaint procedures. Additionally, policy updated to reflect NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE documents which (1) state that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) provide that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) address discrimination in the use of discipline based on disability, race, and gender expression.

Board Policy 5116.2 - Involuntary Student Transfers

Policy updated to clarify that the policy only addresses involuntary transfers to other schools within the district, add that the determination of where to transfer a student who is the subject of involuntary transfer include a review of the programs to which the student may be involuntarily transferred, provide that the Superintendent or designee ensure that involuntary transfers are made in a nondiscriminatory manner, and reflect NEW CALIFORNIA DEPARTMENT OF EDUCATION GUIDANCE regarding legal requirements and recommended best practices governing voluntary and involuntary students transfers. Policy also updated to clarify requirements for an involuntary transfer of a student who has been convicted of a violent felony or a misdemeanor associated with possession of a firearm, an involuntary transfer to a continuation education program or class within the district, or an involuntary transfer to a community day school within the district. Additionally, policy updated to include information regarding notice and disclosure requirements.

Board Policy 5131.2 - Bullying

Policy updated to reflect NEW LAW (AB 1078, 2023) which requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district. Policy also updated to reference NEW U.S. DEPARTMENT OF EDUCATION GUIDANCE addressing discrimination, and reflect CSBA's policy brief, "School Safety: Bullying and Cyberbullying," which encourages district families to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Administrative Regulation 5131.2 - Bullying

Regulation updated to expand the definition of "cyberbullying" to reflect CSBA's policy brief, "School Safety: Bullying and Cyberbullying." Regulation also updated to add additional measures to prevent bullying as provided in NEW U.S. SURGEON GENERAL GUIDANCE by developing a strategic plan for school connectedness and social skills with benchmark tracking, implementing socially based educational techniques, creating a supportive school environment that fosters belonging, and building social connection into health education courses. Additionally, regulation updated to include digital and media literacy skills in student instruction, as provided in NEW U.S. SURGEON GENERAL GUIDANCE, expand the responsibilities of staff as role models for students, and reflect NEW LAW (AB 2879, 2022) which requires a social media platform to establish a mechanism that allows any individual, regardless of whether that individual has a profile on the internet-based service, to report cyberbullying. Regulation additionally updated to reflect NEW LAW (AB 1165, 2023) which encourages the district to have a student who has

been suspended, or for whom other means of correction have been implemented for an incident of racist bullying, harassment, or intimidation, and the victim, to engage in a restorative justice practice suitable to address the needs of both of the students, engage the perpetrator in a culturally sensitive program, and to regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues.

Administrative Regulation 5141.21 - Administering Medication and Monitoring Health Conditions

Regulation updated to reference NEW LAW (AB 1722, 2023) which authorizes districts to hire a licensed vocational nurse following Governing Board approval that a diligent search was conducted for a suitable credentialed nurse, include definitions that pertain to new legislation, and reflect NEW LAW (AB 1651, 2023) which (1) includes holders of an Activity Supervisor Clearance Certificate as those for whom districts are required to provide epinephrine auto-injectors if they have volunteered to administer them in an emergency and have received training, and (2) requires schools that provide epinephrine auto-injectors to store them in an accessible location and include that location in annual notices to staff. Regulation also updated to reflect NEW LAW (AB 1283, 2023) which authorizes districts to provide emergency stock albuterol inhalers to school nurses or trained personnel who have volunteered, who may use the inhaler to provide emergency medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress, NEW LAW (SB 114, 2023) which appropriates funding to county offices of education for the purpose of purchasing and maintaining a sufficient stock of opioid antagonists for districts, NEW LAW (AB 1166, 2023) which provides that employees and volunteers who render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist will not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct, and NEW LAW (AB 1810, 2022) which authorizes a school nurse or a volunteer designated and trained to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from a health care provider and is suffering from a seizure.

Board Policy 5148.3 - Preschool/ Early Childhood Education

Policy updated to include that that the district may enroll children who are in a transitional kindergarten (TK) or kindergarten program in a California State Preschool Program (CSPP) before and/or after the regular school day in order to provide families with the option of a full-day, high-quality instructional program, and reflect NEW LAW (SB 141, 2023) which requires a district that offers TK to early enrollment children to concurrently offer enrollment in a CSPP, if offered by the district, and space permitting.

Administrative Regulation 5148.3 - Preschool/ Early Childhood Education

Regulation updated to reflect NEW LAW (SB 141, 2023) which requires a district that offers transitional kindergarten (TK) to early enrollment children to concurrently offer enrollment in a California State Preschool Program (CSPP), and to add the definition of "early enrollment child." Regulation also updated to reflect NEW LAW (SB 141, 2023) which revises the enrollment priorities for part-day CSPP programs, and NEW LAW (AB 116, 2023) which allows family fees accrued but not collected prior to October 1, 2023, to be forgiven, and not collected. Additionally, Regulation updated to reflect NEW CALIFORNIA DEPARTMENT OF EDUCATION GUIDANCE which provides definitions related to suspension.

Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 10/01/2014 | **Last Revised Date:** ~~05~~10/01/~~2020~~2023 | **Reviewed Last Re Date:** ~~05~~10/01/~~2020~~2023

CSBA NOTE: The following **mandated** policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual~~, including~~. Education Code 220, ~~which~~ prohibits discrimination based on disability, race, nationality, immigration status, ethnicity, gender, gender identity, gender expression, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55;. Government Code 11135~~, which~~ prohibits discrimination based on ~~all~~most of the foregoing characteristics and on sex, color, ancestry, age, medical condition, marital status, and an individual's genetic information;. Title VI of the Civil Rights Act of 1964 (42 USC 2000d~~-2000e-17), which~~2000d-7) prohibits discrimination based on race, color, or national origin;. Title IX (20 USC 1681-1688~~), which~~ prohibits discrimination based on sex, gender, gender identity, pregnancy, and parental status~~; the~~. The Age Discrimination Act of 1975 (42 USC 6101-6107~~), which~~) prohibits discrimination based on age; ~~and Title II~~. The Americans with Disabilities Act (ADA) (20 USC 12101-12213) and Section 504 (29 USC 794~~), which~~) prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of the characteristics listed in Education Code 220. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Moreover, this sample Board policy and the accompanying administrative regulation reflect the statutory right of a transgender student to participate in sex-segregated educational programs and use facilities consistent with one's gender identity as specified in Education Code 221.5, and best practices based on existing state and federal law. Districts with questions about the rights of transgender and gender-nonconforming students should consult CSBA's District and County Office of Education Legal Services or district legal counsel ~~as appropriate.~~. For more information on the rights of transgender students, see CSBA's ~~Updated~~ , "Legal Guidance~~: Protecting~~ on Rights of Transgender and Gender Nonconforming Students ~~Against Sex Discrimination.~~in Schools."

Education Code 234.1 **mandates** that districts adopt policy as well as a process for prohibiting discrimination which applies to all acts related to school activity or school attendance occurring within a school or under the authority of the district, including discriminatory harassment, intimidation, and bullying, based on the foregoing characteristics. The California Department of Education ~~(CDE)~~,, through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and ~~practices~~processes to ensure compliance with these requirements. In addition, the U.S. Department of Education's Office for Civil Rights (OCR) is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures.

Education Code 234.1 requires that the district's nondiscrimination policy include a statement that the policy applies to all acts related to a school activity or school attendance and, as amended by AB 1078 (Ch. 229, Statute of 2023), all acts of the Board and the Superintendent in enacting

policies and procedures that govern the district. Education Code 234.1, as amended by AB 1078,

contains similar language regarding the County Board of Education and the County Superintendent of Schools.

Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (~~i.e.~~g., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, ~~and~~ to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

~~The~~ , and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

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

CSBA NOTE: OCR's August 2023 Dear Colleague Letter, "Race and School Programming," states that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race. OCR guidance also provides that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student'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 student's academic performance; or otherwise adversely affects a student's educational opportunities.

CSBA NOTE: In addition to the types of prohibited student conduct described above, unlawful discrimination includes different treatment of students with respect to the provision of

opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. See BP 0410 - Nondiscrimination in District Programs and Activities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories 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.

CSBA NOTE: Unlawful discrimination may occur when disciplining students. OCR's guidance, "Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973," "Resource on Confronting Racial Discrimination in Student Discipline," and "Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students," address discrimination in the use of discipline based on disability, race, and gender expression. For more information regarding student discipline, see BP/AR 5144 – Discipline, BP/AR 5144.1 – Suspension and Expulsion/Due Process, and AR 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also 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.

CSBA NOTE: Pursuant to Education Code 234.1 and 34 CFR 106.98, a district is required to publicize its nondiscrimination policies to the school community. In addition, Education Code 234.6~~, as added by AB 34 (Ch. 282, Statutes of 2019),~~ requires the district~~, starting in the 2020-21 school year,~~ to make readily accessible on its ~~web site~~website its nondiscrimination, sexual harassment, suicide prevention, and other specified policies and information related to specified state and federal laws and resources. For further information regarding specific posting requirements, see "Measures to Prevent Discrimination" in the accompanying administrative regulation.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's ~~web site~~website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

~~CSBA NOTE: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program. The following paragraph may be modified to reflect district practice.~~

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school

community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

CSBA NOTE: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

CSBA NOTE: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying that is consistent with the district's UCP specified in 5 CCR 4600-4670.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 48900.3	Suspension or expulsion for act of hate violence
Ed. Code 48900.4	Suspension or expulsion for harassment, threats, or intimidation
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49020-49023	Athletic programs
Ed. Code 49060-49079	Student records
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51500	Prohibited instruction or activity
Ed. Code 51501	~~Prohibited means of instruction~~Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code ~~60044~~60040-60052	~~Prohibited~~Requirements for instructional materials
Gov. Code 11135	Prohibition of discrimination
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal	**Description**
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin

34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 106.30	Discrimination on the basis of sex; definitions
34 CFR 106.9~~44~~-106.45	~~Severability~~Grievance process for formal complaints of sexual harassment
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe ~~&~~and Secure Learning Environment for All: Guidance ~~&~~and Model Policies to Assist ~~CA~~California's K-12 Schools in Responding to Immigration Issues, ~~4/~~April 2018 (https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf)
Court Decision	Donovan v. Poway Unified School District~~,~~ (2008) 167 Cal.App.4th 567
Court Decision	Flores v. Morgan Hill Unified School District~~,~~ (2003, 9th Cir.) 324 F.3d 1130
CSBA Publication	~~Updated~~ Legal Guidance: ~~Protecting~~ on Rights of Transgender and Gender Nonconforming Students ~~Against Sex Discrimination, March 2017~~in School, October 2022 (https://www.csba.org/-/media/CSBA/Files/Advocacy/LegalAdvocacy/Legal-Guidance-Transgender-Legal-10-2022.ashx?la=en&rev=a3fb600ee6d640598c038dfceaef871c)
~~First Amendment Center Publication~~	~~Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006~~
California Department of Education Publication	California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019 (https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash158.asp)

U.S ~~Dept of Ed~~DOE, Office for Civil Rights Publication	Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD, (2013) OCR 09-12-1020, DOJ 169-12C-70 (https://www.justice.gov/sites/default/files/crt/legacy/2013/07/26/arcadiaagree.pdf)
U.S. Dept. of Health & Human Services Publication	~~Guid.~~Guidance to ~~Fed~~ ~~Fin. Assist.~~Federal Financial Assistance Recipients ~~Re.~~Regarding Title VI Prohibition Against ~~Nat'l~~National Origin Discrimination ~~Affect~~Affecting Limited English Proficient Persons, ~~Aug. 2013~~August 2003 (https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/guidance-federal-financial-assistance-recipients-title-vi/index.html)
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022 (https://www2.ed.gov/about/offices/list/ocr/docs/202107-qa-titleix.pdf)
U.S. DOE, Office for Civil Rights Publication	U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/lgbtqi-student-resources-toolkit-062023.pdf)
U.S. DOE, Office for Civil Rights Publication	Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022 (https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf)
U.S. DOE, Office for Civil Rights and U.S. DOJ, Civil Rights Division Publication	Dear Colleague Letter: ~~Harassment and Bullying~~, October ~~2010~~Resource on Confronting Racial Discrimination in Student Discipline, May 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/tvi-student-discipline-resource-202305.pdf)
U.S. DOE Publication	Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023 (https://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: ~~Title IX Coordinators, April 2015~~ Addressing Discrimination Against Jewish Students, May 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/antisemitism-dcl.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

U.S. DOE, Office for Civil Rights Publication	Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, June 2021 (https://www2.ed.gov/about/offices/list/ocr/docs/202106-titleix-noi.pdf?_cldee=YmxhaWZtYW5AY3NiYS5vcmc%3d&recipien n tid=contact-a1fe1b1b458fe61180ef005056b02a09-2649c94bee724cf58c51a008ab8c6b92&esid=a7f7c74b-7cd3-eb11-8145-005056b02a09)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter; Race and School Programming, August 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)
U.S. DOE, Office for Civil Rights Publication	Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
~~U.S. DOE, Office for Civil Rights Publication~~	~~Notice of Non-Discrimination, Fact Sheet, August 2010~~
Website	CSBA District and County Office of Education Legal Services
Website	First Amendment Center
Website	California Office of the Attorney General
Website	California Safe Schools Coalition
Website	CSBA
Website	California Department of Education
Website	U.S. Department of Education, Office for Civil Rights

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.1	Complaints Concerning District Employees

1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1313	Civility
1340	Access To District Records
1340	Access To District Records
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3580	District Records
3580	District Records
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action

4218	Dismissal/Suspension/Disciplinary Action
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
5000	Concepts And Roles
5030	Student Wellness
5111	Admission
5111	Admission
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.3	Challenging Student Records
5131	Conduct
5131.2	Bullying
5131.2	Bullying
5131.5	Vandalism And Graffiti
5132	Dress And Grooming

5132	Dress And Grooming
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.2	Freedom Of Speech/Expression
5145.2	Freedom Of Speech/Expression
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.8	Comprehensive Health Education

6142.8	Comprehensive Health Education
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6159.4	Behavioral Interventions For Special Education Students
6161.1	Selection And Evaluation Of Instructional Materials

6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6164.2	Guidance/Counseling Services
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
7110	Facilities Master Plan

Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 10/15/2020 **| Last Reviewed Date:** 10/15/2020

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student'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 student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories 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.

The Board also 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.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including

discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

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State References	Description
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor - https://simbli.eboardsolutions.com/SU/NSknepFduiYWusJFnU3r9Q==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 48900.3	Suspension or expulsion for act of hate violence - https://simbli.eboardsolutions.com/SU/TbEb6tizJ9UjTrGDceIuHw==
Ed. Code 48900.4	Suspension or expulsion for harassment, threats, or intimidation - https://simbli.eboardsolutions.com/SU/MUr3O32UqydHbdf2lUJrQw==
Ed. Code 48904	Liability of parent/guardian for willful student misconduct - https://simbli.eboardsolutions.com/SU/HuoUShfesn0eJY8nP1JfrA==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 49020-49023	Athletic programs - https://simbli.eboardsolutions.com/SU/ID9M5yIWFtGKE0KgInhCAg==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGIggyF7weQSbw==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51500	Prohibited instruction or activity - https://simbli.eboardsolutions.com/SU/8PfotgQddGHWag4KsriB4A==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==

Pen. Code 422.6	Crimes; harassment - https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWDfn4F58wg==

Federal References	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources References	Description
34 CFR 106.30	Discrimination on the basis of sex; definitions
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 - https://simbli.eboardsolutions.com/SU/ooeCURkNWJynAeToIlv07A==
California Department of Education Publication	California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019
Court Decision	Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Court Decision	Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 - https://simbli.eboardsolutions.com/SU/TJrCO83d42yQSTw6naAD0w==
U.S DOE, Office for Civil Rights Publication	Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD (2013) OCR 09-12-1020, DOJ 169-12C-70 - https://simbli.eboardsolutions.com/SU/NaeV6aYv62hond0k7HLl0A==
U.S. Dept. of Health & Human Services Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2013 - https://simbli.eboardsolutions.com/SU/P2mNU6eB2VziOaQ4D8TM7A==
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5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
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5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
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6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
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Policy 5116.2: Involuntary Student Transfers
Original Adopted Date: 12/01/2016 | **Last Revised Date:** 12/01/2023 | **Last Reviewed Date:** 12/01/~~2016~~2023

Status: ADOPTED

~~The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.~~

~~As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.~~

~~Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.~~

~~Students Convicted of Violent Felony or Misdemeanor~~

~~CSBA NOTE: Education Code 48929, as added by SB 1343 (Ch. 154, Statutes of 2016), authorizes a district to involuntarily transfer a student who has been convicted of a violent felony as defined in Penal Code 667.5(c) (including, but not limited to, attempted murder, rape, assault, kidnapping, and robbery) or a misdemeanor associated with possession of a firearm as specified in Penal Code 29805, whenever the student is enrolled at the same school as a student who was a victim of the crime.~~

~~In order to exercise this authority, Education Code 48929 mandates the Governing Board to adopt, at a regularly scheduled meeting, policy that contains the following provisions: (1) a requirement that the student and his/her parent/guardian be notified of the right to request a meeting with the principal or designee; (2) a requirement that the school first attempt to resolve the conflict using restorative justice, counseling, or other services; (3) whether the decision to transfer a student is subject to periodic review and the procedure for conducting the review; and (4) the process to be used by the Board to consider and approve or disapprove the recommendation of the principal or designee to transfer the student. Education Code 48929 also requires the district to provide notice of the policy to parents/guardians as part of the annual parental notification required by Education Code 48980.~~CSBA NOTE: Pursuant to various provisions of the Education Code, a district may involuntarily transfer a student to another school within the district when specific requirements are met. For instance, in order to involuntarily transfer a student pursuant to Education Code 48929, the Governing Board of the district is required to adopt a policy at a regularly scheduled meeting and include notice of the policy in the annual notification to parents/guardians in accordance with Education Code 48980. Accordingly, it is recommended that this policy be adopted at a regularly scheduled meeting and included in the district's annual notice to parents/guardians. For information regarding annual notifications, see BP/E(1) 5145.6 – Parent/Guardian Notifications.

While the Governing Board desires to enroll students in the district school of their choice, it recognizes that circumstances sometimes necessitate the involuntary transfer of a student to another school or program in the district.

The Superintendent or designee shall develop procedures to facilitate the involuntary transfer of such students.

As applicable and as permitted by law, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at the schools or programs to which the student could be involuntary transferred, and the availability of support services and other resources.

CSBA NOTE: Education Code 234.1 **mandates** that districts adopt policy as well as a process for prohibiting discrimination which applies to all acts related to school activity or school attendance occurring within a school or under the authority of the district, including discriminatory harassment, intimidation, and bullying, which, as amended by AB 1078 (Ch. 229, Statutes of 2023), includes all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. See BP 0410 - Nondiscrimination in District Programs and Activities.

For more information regarding the legal requirements and recommended best practices governing voluntary and involuntary transfers, see the California Department of Education's (CDE) September 2023 Memorandum, "Overuse and Improper Use of Voluntary and Involuntary Transfers."

The Superintendent or designee shall ensure that involuntary transfers are made in a non-discriminatory manner as specified in Board Policy 0410 - Nondiscrimination In District Programs And Activities.

Involuntary Transfer of a Student Convicted of Violent Felony or Misdemeanor Related to Possession of Firearms

CSBA NOTE: Education Code 48929 authorizes a district to involuntarily transfer a student who has been convicted of a violent felony as defined in Penal Code 667.5(c) (including, but not limited to, attempted murder, rape, assault, kidnapping, and robbery) or a misdemeanor associated with possession of a firearm as specified in Penal Code 29805, whenever the student is enrolled at the same school as a student who was a victim of the crime. When a student has been convicted of such a violent felony or misdemeanor, a district is likely to pursue expulsion. However, this policy may be used where the student is not expelled or, if applicable, after the student has been readmitted to the district following expulsion and is enrolled in the same school as the victim. For more information regarding expulsion, see BP 5144.1 – Suspension and Expulsion/Due Process.

In order to exercise this authority, Education Code 48929 **mandates** the Board to adopt, at a regularly scheduled meeting, policy that contains the following provisions: (1) a requirement that the student and the student's parent(s)/guardian(s) be notified of the right to request a meeting with the principal or designee, (2) a requirement that the school first attempt to resolve the conflict using restorative justice, counseling, or other services, (3) the process to be used by the Board to consider and approve or disapprove the recommendation of the principal or designee to transfer the student, and (4) whether the decision to transfer a student is subject to periodic review and the procedure for conducting the review.

Even though the district is required to first attempt to resolve the conflict using restorative justice, counseling, or other services, the district may not require the victim to participate in any conflict resolution program or service or subject the victim to any disciplinary action for their refusal to participate in conflict resolution. Additionally, if the victim agrees to participate in a conflict resolution program or service, the district must permit the victim to stop participating at any time without subjecting the victim to any disciplinary action.

A student may be transferred to another district school if ~~he/she~~the student is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which ~~he/she~~the students was convicted. ~~(Education Code 48929)~~

~~Before transferring~~However, before recommending such a ~~student~~transfer, the Superintendent, the principal, or other designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a meeting with the principal or designee and shall attempt to resolve the conflict using restorative justice, counseling, or other such services. ~~He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)~~

Participation of the victim in any conflict resolution program shall be voluntary, and ~~he/she~~the victim shall not be subjected to any disciplinary action for ~~his/her refusal~~refusing to participate ~~in conflict resolution.~~ . (Education Code 48929)

CSBA NOTE: The following paragraph may be revised to reflect district practice. As specified above, in order to involuntarily transfer a student, Education Code 48929 ~~mandates that~~requires the Board to adopt a policy ~~describing~~that includes, but is not limited to, a description of the process to be used by the Board ~~to consider~~when considering and ~~take~~taking action on the recommendation to transfer a student ~~under this law, but does not prescribe any such~~, and a description of the process, if any, for periodically reviewing the transfer.

Education Code 35146 provides that the Board must meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from ~~the~~a parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. See BB 9321 ~~–~~ Closed Session ~~Purposes and Agendas~~.

~~The~~ If the attempt to resolve the conflict using restorative justice, counseling, or other such services is not successful or the victim elects not to participate, the principal or designee ~~shall~~may submit to the Superintendent or designee a recommendation ~~as to whether or not~~ that the student should be involuntarily transferred. If the Superintendent or designee ~~determines that a transfer would be in the best interest of the students involved, he/she~~ agrees with the recommendation, the Superintendent shall submit such recommendation to the Board for approval. The Superintendent's recommendation to the Board shall include the date by which the Superintendent or designee will review the involuntary transfer to determine whether to recommend to the Board that the student be permitted to transfer back to the student's original school.

The Board shall, in accordance with Board Bylaw 9321 – Closed Session, deliberate and vote on the recommendation, as well as any subsequent recommendation to permit the student to transfer back to the student's original school, in closed session to maintain the confidentiality of student information, unless ~~the~~a parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's ~~decision~~decisions in these instances shall be final.

~~The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.~~

~~The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48930)~~

~~Other~~

Involuntary Transfers

~~Students may be involuntarily transferred under either of the following circumstances:~~ **to a Continuation Education Program or Class within the District**

CSBA NOTE: ~~Item #1 below~~This section is for use by districts that maintain high schools. Education Code 48432 requires such districts to establish and maintain continuation education schools or classes whenever there are any high school students residing in the district who are subject to compulsory continuation education. ~~Pursuant~~For language fulfilling this requirement, see BP/AR 6184 - Continuation Education. If a district seeks to involuntarily transfer a student to a continuation school, Education Code 48432.5, ~~districts that assign students to continuation schools are mandated~~ **mandates** the Board to adopt rules and regulations ~~governing procedures for involuntary transfer of students to continuation schools. See BP/AR 6184 - Continuation Education for language fulfilling this mandate~~for doing so and specifies requirements that must be included in those rules and regulations.

~~1. If a high school~~The Superintendent or designee may involuntarily transfer a high school student to a continuation education program or class in the district if the student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, ~~he/she may be transferred to a continuation school.~~ and either of the following conditions are met: (Education Code 48432.5)

1. Other means to improve the student's behavior have failed

2. It is the first time the student committed an act enumerated in Section 48900 and the principal of the student's school determines that the student's presence causes a danger to person(s) or property or threatens to disrupt the instructional process.

~~CSBA NOTE: Education Code 48660-48666 authorize districts to establish community day schools for expelled students, certain probation-referred students pursuant to Welfare and Institutions Code 300 or 602, and students referred by a school attendance review board or through another formal district process. Pursuant to Education Code 48662, districts establishing a community day school are mandated to adopt policy that provides procedures for the involuntary transfer of students to the school. See BP/AR 6185 - Community Day Schools for language fulfilling this mandate.~~CSBA NOTE: In order to involuntarily transfer a student to a continuation education program or class, Education Code 48432.5 requires the Board to (1) notify the student and the student's parent(s)/guardian(s) of the right to request a meeting with the Superintendent or designee, (2) provide the student and the student's parent(s)/guardian(s) with the specific facts and reasons for the proposed transfer, including all documents relied upon, (3) allow the student or the student's parent(s)/guardian(s) to question any evidence or witnesses presented, and (4) permit the student and the student's parent(s)/guardian(s) to present evidence, including witnesses, on the student's behalf. The student must also be allowed to bring one or more representatives to the meeting. While Education Code 48432.5 uses the term "meeting," the Court of Appeals in *Nathan G. v. Clovis Unified School District* found that the meeting is an "adversarial hearing grounded in due process." Therefore, districts may want to treat an involuntary transfer to a continuation education program or class in a manner similar to expulsions and are advised to consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate. For more information regarding expulsions, see BP 5144.1 – Suspension and Expulsion/Due Process.

Prior any final decision to involuntarily transfer a student, the Superintendent or designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a hearing with the Superintendent or designee. If such a hearing is requested, the Superintendent or designee shall provide the specific facts and reasons for the proposed transfer, including all documents relied upon. At the hearing, the Superintendent or designee shall also allow the student or the student's parent(s)/guardian(s) to question any evidence or witnesses presented and present evidence, including witnesses, on the student's behalf. The student shall be allowed to bring one or more representatives to present at the hearing. (Education Code 48432.5)

If the Superintendent or designee decides to involuntarily transfer the student, the Superintendent or designee shall provide the decision to the student and the student's parent(s)/guardian(s) in writing. The decision shall include the facts and reasons for the decision and whether the decision is subject to periodic review and the periodic review procedure. (Education Code 48432.5)

CSBA NOTE: Education Code 48432.5 prohibits an involuntary transfer to a continuation school to extend beyond the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred unless the Board adopts a procedure for yearly review of the involuntary transfer at the request of the transferred student or the student's parent(s)/guardian(s). In order to minimize the length of involuntary transfers, it is recommended that a district not extend the length of an involuntary transfer pursuant to Education Code 48432.5 beyond the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred. The following paragraph may be revised to reflect district practice.

The decision shall also include the date by which the student may transfer back to the student's original school, which shall be no longer than the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred. (Education Code 48432.5)

The final decision to involuntarily transfer the student may not involve a member of the staff of the school in which the student is enrolled at the time that the decision is made. (Education Code 48432.5)

Involuntary Transfers to a Community Day School within the District

CSBA NOTE: This section is for use by districts that maintain community day schools. Education Code 48660-48666 authorize districts to establish community day schools for expelled students, certain probation-referred students pursuant to Welfare and Institutions Code 300 or 602, and students referred by a school attendance review board or through another formal district process. See BP/AR 6185 - Community Day School. If a district seeks to involuntarily transfer a student to a community day school, Education Code 48662 **mandates** the Board adopt policy that provides procedures for the involuntary transfer of students to the school.

~~2.~~ If a student is expelled from school for any reason in accordance with Board Policy 5144.1 – Suspension And Expulsion/Due Process, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, ~~he/she~~the student may be transferred to a district community day school. as specified in Board Policy 6185 - Community Day School. (Education Code 48662)

Notice, Information, and Reports

The Superintendent or designee shall include notice of this policy in the annual notification to parents/guardians in accordance with Education Code 48980. (Education Code 48929)

CSBA NOTE: The following paragraph may be revised to reflect district practice.

Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by a parent/guardian in either language. Education Code 48985 requires CDE to notify districts, by August 1 of each year, of the schools and the languages for which the translation of notices is required based on census data submitted to CDE in the preceding fiscal year.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices and reports sent to the parent(s)/guardian(s) of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications or reports for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

CSBA NOTE: For purposes of any involuntary transfer, Education Code 48853.5, as amended by AB 740 (Ch. 400, Statutes of 2022), requires that a district provide the same parent/guardian notices, documents, and information to the educational rights holder, attorney, and county social worker of a foster youth, and to the tribal social worker, and if applicable, county social worker of an American Indian student. See AR 6173.1 – Education for Foster Youth and BP 6173.4 – Education for American Indian Students.

When a foster youth or American Indian Student, as defined in Welfare and Institutions Code 224.1, is being considered for an involuntary transfer, all notices, documents, and information that would
be provided to parents/guardians shall be provided to the foster youth's educational rights holder, attorney, and county social worker and the American Indian Student's tribal social worker and, if applicable, county social worker. (Education Code 48853.5)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 234.1	Monitoring, review, and assessment of antidiscrimination, antiharassment, anti-intimidation, and antibullying requirements
Ed. Code 35146	Closed sessions; student matters
Ed. Code 48430-48438	Continuation classes
Ed. Code 48432.5	Involuntary transfer to continuation school
Ed. Code 48660-48666	Community day schools

Ed. Code 48662 Involuntary transfer to community day school

Ed. Code 48853.5	Foster children; notice of educational rights; educational liaison; duties; continuation at school of origin; complaint of noncompliance
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48915	Expulsion
Ed. Code 48929	Transfer of student convicted of violent felony or misdemeanor
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48981	Timing and method of parent/guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 52164	Census of pupils of limited English proficiency
Pen. Code 29805	Misdemeanors involving firearms
Pen. Code 667.5	Definition of violent felony
W&I Code 224.1	Indian child; definition
W&I Code 300	Minors subject to jurisdiction

Management Resources	**Description**
Court Decision	Nathan G. v. Clovis Unified School District (2014) 224 Cal.App.4th 1393
California Department of Education Memorandum	Overuse and Improper Use of Voluntary and Involuntary Transfers, September 2023
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA

Cross References

Code	**Description**
0410	Nondiscrimination In District Programs And Activities
3515	Campus Security
3515	Campus Security
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5131.2	Bullying
5131.2	Bullying
5138	Conflict Resolution/Peer Mediation

5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
6173.1	Education for Foster Youth
6173.4	Education for American Indian Students
6184	Continuation Education
6185	Community Day School
9321	Closed Session

Policy 5116.2: Involuntary Student Transfers

Status: ADOPTED

Original Adopted Date: 06/13/2019 | **Last Reviewed Date:** 06/13/2019

The Board of Education desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Student may be involuntarily transferred under the following circumstance:

If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 and 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school (Education Code 48662)

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

State References	Description
Ed. Code 234.1	Monitoring, review, and assessment of antidiscrimination, antiharassment, anti-intimidation, and antibullying requirements
Ed. Code 35146	Closed sessions; student matters - https://simbli.eboardsolutions.com/SU/faH69lwvLAJf8Pqslshf87uhg==
Ed. Code 48430-48438	Continuation classes - https://simbli.eboardsolutions.com/SU/HuYeljY7IrCXXeplus3QfOJMw==
Ed. Code 48432.5	Involuntary transfer to continuation school - https://simbli.eboardsolutions.com/SU/4OyhsW73W4SUwhAXLr2wKg==
Ed. Code 48660-48666	Community day schools - https://simbli.eboardsolutions.com/SU/V0sFp4uS1BAI5u3H1aBYDw==
Ed. Code 48662	Involuntary transfer to community day school - https://simbli.eboardsolutions.com/SU/9fzhgJ063X4OGMZvsoNyplusA==
Ed. Code 48853.5	Foster children; notice of educational rights; educational liaison; duties; continuation at school of origin; complaint of noncompliance
Ed. Code 48900	Grounds for suspension or expulsion - https://simbli.eboardsolutions.com/SU/ty00CSnFfkJelBt0Nh9REw==
Ed. Code 48915	Expulsion
Ed. Code 48929	Transfer of student convicted of violent felony or misdemeanor - https://simbli.eboardsolutions.com/SU/ZovzfBChwzwIgESVeslshAidA==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==
Ed. Code 48981	Timing and method of parent/guardian notifications
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==

Ed. Code 52164	Census of pupils of limited English proficiency
Pen. Code 29805	Misdemeanors involving firearms - https://simbli.eboardsolutions.com/SU/Y5cF17IEJc2WFBjlslsh6hUtA==
Pen. Code 667.5	Definition of violent felony - https://simbli.eboardsolutions.com/SU/yS0sRxmSCVex2qplus3slsh4ab6A==
W&I Code 224.1	Indian child; definition - https://simbli.eboardsolutions.com/SU/MZBEBb94CDAFuklhdkqmdA==
W&I Code 300	Minors subject to jurisdiction - https://simbli.eboardsolutions.com/SU/tikb1GZidxslshtubKJ1lAOpA==

Management Resources References	**Description**
California Department of Education Memorandum	Overuse and Improper Use of Voluntary and Involuntary Transfers, September 2023
Court Decision	Nathan G. v. Clovis Unified School District (2014) 224 Cal.App.5th 1393
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/BazMpEOiby4edOHjSGrQqA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/WGnpBaTQVhdslshSX6RUBw8hg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/3q2jiVsGBAXslsh9WmsN3Ri2A==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/x64w7bNWubnjpluscMr9yvhlA==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/kWRplusbnOoZSIWwJmVGTs0Zw==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/O9dpMNxs57RsmdEMWPQ4slshw==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==

5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6173.4	Education For American Indian Students - https://simbli.eboardsolutions.com/SU/iNkxwHkYk5grMihswbMOXQ==

Policy 5131.2: Bullying
Status: ADOPTED
Original Adopted Date: 07/01/2015 | **Last Revised Date:** 12/01/~~2019~~2023 | **Last Reviewed Date:** 12/01/~~2019~~2023

CSBA NOTE: Education Code 234.4 **mandates** districts to adopt procedures for preventing acts of bullying, including cyberbullying. The following policy and accompanying administrative regulation contain sample procedures that fulfill this mandate and may be revised to reflect district practice.

In addition, Education Code 234.1 and federal law **mandate** that the Governing Board adopt policy as well as a process for prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and ensuring the protection of complainants from retaliation. ~~Also see~~Education Code 234.1 requires that the district's nondiscrimination policy include a statement that the policy applies to all acts related to a school activity or school attendance and, as amended by AB 1078 (Ch. 229, Statute of 2023), all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. See BP 0410 – Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment for language fulfilling this mandate.

~~In its~~ The U.S. Department of Education Office for Civil Rights' (OCR) October 2010 Dear Colleague Letter~~:~~ , "Harassment and Bullying~~, the U.S. Department of Education Office for Civil Rights (OCR) clarified~~," clarifies that misconduct that falls under a district's general anti-bullying policy may also trigger responsibilities under one or more federal or state antidiscrimination laws if the bullying is on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. Federal law requires the district to take immediate and appropriate action to investigate or otherwise determine what occurred and, if it finds that unlawful discrimination did occur, take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring.

OCR's October 2014 Dear Colleague Letter~~:~~ , "Responding to Bullying of Students with Disabilities ~~points out~~," explains that any bullying of a student with a disability that results in the student not receiving meaningful educational benefit constitutes a denial of a free appropriate public education and must be remedied under the federal Individuals with Disabilities Education Act. As necessary, the school may need to convene the student's individualized education program (IEP) team to determine whether the student's needs have changed as a result of the bullying and, if so, revise the IEP to ensure that the student continues to receive appropriate special education and related services.

~~Thus, while~~OCR's November 2023 Dear Colleague Letter, "Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics," further states that all students, including students who are or are perceived to be Jewish, Israeli, Muslim, Arab, or Palestinian, as well as students who come from, or are perceived to come from, all regions of the world, are entitled to a school environment free from discrimination based on race, color, or national origin. Title VI also protects students from discrimination which is based on (1) actual or perceived citizenship or residency in a country with a dominant religion or distinct religious identity, including Jewish, Muslim, Sikh, Hindu, Christian, and Buddhist students, when the discrimination involves racial,

ethnic, or ancestral slurs or stereotypes, (2) a student's skin color, physical features, or style of

dress that reflects both ethnic and religious traditions, and (3) where a student came from or is perceived to have come from. Discrimination based on a student's foreign accent, foreign name, or a student speaking a foreign language may also violate Title VI's prohibitions against discrimination.

OCR's May 2023 Dear Colleague Letter, "Addressing Discrimination Against Jewish Students," states that a school violates Title VI when it fails to take adequate steps to address discriminatory harassment, including antisemitic harassment. Such harassment may include ethnic or ancestral slurs, harassment based on appearance, dress, or speech in ways linked to ethnicity or ancestry, or stereotyping based on perceived shared ancestral or ethnic characteristics.

The U.S. Department of Education's June 2023 Toolkit, "Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students," includes examples of policies and practices that schools and districts may consider developing to support lesbian, gay, bisexual, transgender, queer, or intersex students and families, including training and activities to reduce and prevent bullying.

Additionally, CSBA's October 2023 Policy Brief, "School Safety: Bullying and Cyberbullying," provides that a positive, safe, and inclusive school climate helps prevent bullying and harassment, reduce absenteeism, and improve academic achievement, and includes resources to assist districts in building safe and inclusive schools.

While this policy is intended to prevent and address all types of bullying incidents among students, when "discriminatory bullying" is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim or to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the alleged victim must be afforded the protections specified under relevant state and/or federal law.

~~The Governing~~This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

CSBA NOTE: Because bullying and its effects extend beyond the school environment, collaboration among a variety of community agencies and organizations that serve youth may be helpful in preventing and responding to bullying. For further information about building a collaborative, see CSBA's publications , "Safe Schools: Strategies for Governing Boards to Ensure Student Success," and "Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement."

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

CSBA NOTE: Education Code 32282 encourages districts to include bullying prevention policies and procedures in their comprehensive safety plan; see BP 0450 - Comprehensive Safety Plan. In addition, Education Code 52060-52077 require the Board to adopt and annually update a local control and accountability plan which includes, among other specified state priorities, goals for addressing school climate; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52060, school climate should be measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

CSBA NOTE: Pursuant to Education Code 234.1, districts are required to adopt a process for receiving and investigating complaints involving unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) based on specified characteristics. Pursuant to 5 CCR 4600- 4633, the uniform complaint procedures (UCP) must be used for this purpose. In addition, federal regulations require districts to adopt procedures providing for prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) on the basis of sex (34 CFR 106.8), disability (~~34 CFR 104.7 and~~ 28 CFR 35.107 and 34 CFR 104.7), and age (34 CFR 110.25).

Although some bullying incidents may not fall within the provisions of Education Code 234.1 or federal civil rights regulations, CSBA strongly recommends that districts use the UCP to investigate all bullying incidents (whether discriminatory or nondiscriminatory) to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of an actual or perceived membership in a legally protected class. Those bullying incidents found to involve discrimination based on the results of the investigation would then be resolved using the UCP. When a bullying incident is determined to be nondiscriminatory, it should be resolved through the appropriate disciplinary process. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with AR 1312.3 - Uniform Complaint Procedures.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in ~~AR~~Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

CSBA NOTE: Education Code 46600~~, as amended by AB 1127 (Ch. 781, Statutes of 2019),~~ requires a district to approve an intradistrict transfer request for a victim of bullying. If there is no available school for an intradistrict transfer, the district cannot prohibit the student's interdistrict transfer.

See BP/AR 5116.1 - Intradistrict Open Enrollment and AR 5117 - Interdistrict Attendance.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Bus. and Prof. Code 22589-22589.4	Cyberbullying Protection Act
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
~~Ed. Code 32283.5~~	~~Bullying; online training~~
Ed. Code 35181	Governing board authority to set policy on responsibilities of students
Ed. Code 35291-35291.5	School discipline ~~Rules~~rules
Ed. Code 46600	Student transfers
Ed. Code 48900-48925	Suspension and expulsion
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 52060-52077	Local control and accountability plan
Pen. Code 422.55	Definition of hate crime
Pen. Code 647	Use of camera or other instrument to invade person's privacy; misdemeanor
Pen. Code 647.7	Use of camera or other instrument to invade person's privacy; punishment
Pen. Code 653.2	Electronic communication devices; threats to safety

Federal	Description
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
47 USC 254	Universal service discounts (E-rate)

Management Resources	Description

CA Office of the Attorney General Publication	Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, April 2018 (https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school- guidance-model-k12.pdf)
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California Department of Education Publication	Online Bullying Training Module and Bullying Module (https://www.cde.ca.gov/ls/ss/se/bullyres.asp)
California Department of Education Publication	California's Social and Emotional Learning: Guiding Principles, 2018 (https://www.cde.ca.gov/eo/in/documents/selguidingprinciple swb.pdf)
	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 (https://www.cde.ca.gov/be/st/ss/documents/healthstandmar 08.pdf)
	Social and Emotional Learning in California: A Guide to Resources, October 2018 (https://www.cde.ca.gov/eo/in/documents/selresourcesguide. pdf)
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Court Decision	Lavine v. Blaine School District, (2002) 279 F.3d 719
Court Decision	Wynar v. Douglas County School District, (2013) 728 F.3d 1062
CSBA Publication	Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201212GBBullying.ashx?la=en&rev=8033965a0418461488e9c1af7f9a3b0a)
CSBA Publication	School Safety: Bullying and Cyberbullying, Policy Brief, October 2023 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/EducationIssues/C onditionsofChildren/BullyingGovBrief-REPD_10-2023.ashx?la=en&rev=d409e63de5f641839230ee2dd9ae9ff9)
CSBA Publication	Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009 (https://www.csba.org/~/media/4D07909373B14A0B85CA

	2 CCF41F98351.ashx)
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 (https://www.csba.org/~/media/E68E16A652D34EADA2BFDCD9668B1C8F.ashx)
~~CSBA Publication~~	~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 (https://www.csba.org/-/media/CSBA/Files/Advocacy/Legal-Guidance-Transgender-Legal-10-2022_p1-(1).ashx?la=en&rev=8c8f01b47a1b4e4bbb15a6bd64122a53)
CSBA Publication	Final Guidance~~:~~ AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014 (https://www.csba.org/Advocacy/~/media/CSBA/Files/Advocacy/ELA/2014_03_AB1266_FinalGuidance.ashx)
U.S. Dept of Health and Human Services Publication	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 (https://www.hhs.gov/sites/default/files/sg-youth-mental- health-social-media-advisory.pdf?_cldee=BBbo_C98Ln9rzCMeTJBzPZC0nUOkbn-AOHa_4HvS_q-LBOXReDvSFA36L-k_EsCj&recipientid=)
U.S. Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 (https://www.hhs.gov/sites/default/files/surgeon-general- social-connection-advisory.pdf)
U.S. DOE Publication	Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/lgbtqi-student-resources-toolkit-062023.pdf)
~~U.S. DOE Office for Civil Rights Publication~~	~~Guidance to America's Schools: Bullying of Students with Disabilities, October 2014~~
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-202311-discrimination-harassment-shared-ancestry.pdf)
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October 2014
(https://www2.ed.gov/about/offices/list/ocr/letters/colleague-bullying-201410.pdf)

U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/antisemitism-dcl.pdf)
~~U.S. DOE, Office for Civil Rights Publication~~	
U.S. DOE, Office for Civil Rights Publication	~~Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on Basis of Sex, Race, Color, Oct 2010~~ Dear Colleague Letter: Harassment and Bullying, October 2010 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	National School Safety Center
Website	Partnership for Children and Youth
Website	Center on Great Teachers and Leaders
Website	Collaborative for Academic Social and Emotional Learning
Website	Common Sense Media
Website	California Department of Education, Safe Schools
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education
Website	U.S. Department of Health and Human Services, Stop Bullying (https://www.stopbullying.gov)

Cross References

Code	Description
0100	Philosophy
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites

3515	Campus Security
3515	Campus Security
4131	Staff Development
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4231	Staff Development
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
5030	Student Wellness
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5116.2	Involuntary Student Transfers
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5131	Conduct
5131.8	Mobile Communication Devices
5136	Gangs
5136	Gangs
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.5	Mental Health
5141.52	Suicide Prevention
5141.52	Suicide Prevention

5144	Discipline
5144	Discipline

5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5144.4	Required Parental Attendance
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.2	Freedom Of Speech/Expression
5145.2	Freedom Of Speech/Expression
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
6142.8	Comprehensive Health Education
6144	Controversial Issues
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6164.2	Guidance/Counseling Services
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6184	Continuation Education
6184	Continuation Education

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 06/13/2019 | **Last Revised Date:** 10/15/2020 | **Last Reviewed Date:** 10/15/2020

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If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Bus. and Prof. Code 22589-22589.4	Cyberbullying Protection Act
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32280-32289.5	School safety plans - https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==
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Pen. Code 653.2	Electronic communication devices; threats to safety - https://simbli.eboardsolutions.com/SU/b3Iplusd0Hih11bxg2qs6OYFQ==

Federal References	**Description**
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
47 USC 254	Universal service discounts (E-rate)

Management Resources References	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 - https://simbli.eboardsolutions.com/SU/ooeCURkNWJynAeTolIv07A==
California Department of Education Publication	Social and Emotional Learning in California: A Guide to Resources, October 2018 - https://simbli.eboardsolutions.com/SU/sb8cyt1Dn50dBCdekU5EtQ==
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 - https://simbli.eboardsolutions.com/SU/j2fEhm5EkmrfnhEegYfkRA==
California Department of Education Publication	Bullying at School, 2003 - https://simbli.eboardsolutions.com/SU/WZKBslshBhceU4oeUXslshSh1w5Q==
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CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
CSBA Publication	Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012 - https://simbli.eboardsolutions.com/SU/XMmBwW2YplusKlCWWuFLd20xw==
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Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
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Website	Partnership for Children and Youth - https://simbli.eboardsolutions.com/SU/boIfLRuzs4Pl63kJl3082w==
Website	Center on Great Teachers and Leaders - https://simbli.eboardsolutions.com/SU/uuNY8dCMmIeI2NuPXnq4GQ==
Website	Collaborative for Academic Social and Emotional Learning - https://simbli.eboardsolutions.com/SU/sNNHIYslsh8zYCfpQYfg7rGplusw==
Website	Common Sense Media - https://simbli.eboardsolutions.com/SU/wpUjI8j8od73POr6UNOcNQ==
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Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Cross References	**Description**
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0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/zGykZWyhUtslshK4P5FzBVkCg==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/92wfmcN541FlED53K1C2Uw==
1113-E PDF(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/w7nYKjqtVfwCcpawAntpluspg==
1113-E(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/Uf3YpSEplusOyslqUTeEEQMbw==
1113-E(2)	District And School Websites - https://simbli.eboardsolutions.com/SU/OJFrHgjxslsh8BBtKyAl9ysjg==
1313	Civility - https://simbli.eboardsolutions.com/SU/zyWFSn3O6zu02qCKCRzplusCw==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/BazMpEOiby4edOHjSGrQqA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/WGnpBaTQVhdslshSX6RUBw8hg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4219.21	Professional Standards - https://simbli.eboardsolutions.com/SU/4ECk7XUf2vAlK6WdWLchBw==
4219.21-E PDF(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/xWKQ2uBAiN0fQuPmm52ynQ==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4319.21	Professional Standards - https://simbli.eboardsolutions.com/SU/ePMKB68yqZCM4HYjmZ7WzQ==
4319.21-E PDF(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/EMrErY6ZA7wnplusiidKreEuQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5113.12	District School Attendance Review Board - https://simbli.eboardsolutions.com/SU/W0kfchGI2iOKslshoFGzAI1gg==
5113.12	District School Attendance Review Board - https://simbli.eboardsolutions.com/SU/1BV7lSFpyUspZhc9eQ8FWw==

5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/3q2jiVsGBAXslsh9WmsN3Ri2A==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/x64w7bNWubnjpluscMr9yvhlA==
5116.2	Involuntary Student Transfers - https://simbli.eboardsolutions.com/SU/eET8laNj0WDMfRw84Gl1Rw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/plusnVGas413plusulrdVPloINxw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/8ksIbpS7OxQBTiX2Y03LGA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5131	Conduct - https://simbli.eboardsolutions.com/SU/xIZ9Gc1UILhCCQT5CCGHtg==
5131.8	Mobile Communication Devices - https://simbli.eboardsolutions.com/SU/f6D4mEiYdVRIGfMclkViAQ==
5136	Gangs - https://simbli.eboardsolutions.com/SU/jrTieP0XDZWVHYITSQslshF5A==
5136	Gangs - https://simbli.eboardsolutions.com/SU/mmP0dNQsPkcAnZmgFeCjrg==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/NloHQDWcviplus6dLFcVFFo9Q==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/1fLNvPE0plussZLupslshmautkbw==
5141.5	Mental Health - https://simbli.eboardsolutions.com/SU/KFVjKw6enslsh1OuslshoaFXoqng==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/QplusOL6joc2O14TslshRuGXoemA==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/lcKgoSUplusCplusNw4UpTQRdl0A==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
5144.4	Required Parental Attendance - https://simbli.eboardsolutions.com/SU/SnP9tQAXuS666ypk8hr6Jg==
5144.4	Required Parental Attendance - https://simbli.eboardsolutions.com/SU/dA9O4plusufr94DU4NSlp7RAg==

5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/RIEajRrHVHaPY49S8F93Cg==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/kWsBhUGnqmZEopRm1e7oVA==
5145.2	Freedom Of Speech/Expression - https://simbli.eboardsolutions.com/SU/qxtwS3tSzJkNjPDYWMpluseoQ==
5145.2	Freedom Of Speech/Expression - https://simbli.eboardsolutions.com/SU/aDr7slshplusUqXa7gxDbkQslshoxuw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/l8t8YmbBtflYImdwbnRbEw==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PKu1VD5F78ewJR2U04xZ7Q==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/VoppNbk4pBgl2gPK2huvrQ==
6163.4-E PDF(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/cMfYbPZNNyLJKpE7JPMKxg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==

Regulation 5131.2:
Bullying
Original Adopted Date: 05/01/2019 | **Last Revised Date:** 12/01/~~2019~~2023 | **Last Reviewed Date:** 12/01/~~2019~~2023

Status:
ADOPTED

CSBA NOTE: Education Code 234.4 **mandates** districts to adopt procedures for preventing acts of bullying, including cyberbullying. The following administrative regulation may be revised to reflect district practice.

Examples of Prohibited Conduct

CSBA NOTE: The following section reflects definitions and examples of bullying and cyberbullying contained in the California Department of Education's (CDE)), "Bullying Module," and CSBA's October 2023 Policy Brief, "School Safety: Bullying and Cyberbullying," and may be revised to reflect district practice.

Education Code 48900 defines "bullying," including bullying via an electronic act, for purposes of establishing grounds for suspension or expulsion. See AR 5144.1 - Suspension and Expulsion/Due Process. In addition, Penal Code 653.2 makes it a crime to distribute another person's personally identifiable information electronically with the intent to place that person in reasonable fear of the person's own or a family member's safety and for the purpose of imminently causing harassment or injury by a third party.

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. ~~Cyberbullying also includes~~, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name- calling, inappropriate sexual comments, taunting, or threats to cause harm

3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, ~~web site~~website, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

CSBA NOTE: The U.S. Surgeon General's 2023 Advisory, "Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community," emphasizes the critical role that social connection plays in individual and societal health and well- being and provides recommendations for addressing the effects of a lack of social connection.
Because schools play an important role in facilitating positive social connection, the advisory includes specific actions districts can implement, as listed in Item #1 below. For more information on mental health and health education, see BP 5141.5 – Mental Health and BP 6142.8 – Comprehensive Health Education.

1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection

~~1.~~2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate

~~2.~~3. Providing information to students, through student handbooks, district and school ~~web sites~~websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

~~3.~~4. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

~~4.~~5. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias

CSBA NOTE: Pursuant to Education Code 234.1, the district must adopt a policy requiring school personnel who witness acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against a student to take immediate steps to intervene when it is safe to do so. It is recommended that districts apply this policy equally to all students. Also see AR 5145.3 - Nondiscrimination/Harassment.

~~5.~~6. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

CSBA NOTE: Education Code 32283.5 requires districts to make available annually, to certificated staff and all other employees who have regular interaction with students, ~~the~~ CDE's online , "Bullying Module," described below.

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

CSBA NOTE: Pursuant to Education Code 234.7, districts are **mandated** to adopt policy, equivalent to that developed by the Attorney General, which requires the provision of staff training with the components specified below.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

CSBA NOTE: Education Code 234.6~~, as added by AB 34 (Ch. 282, Statutes of 2019),~~ requires districts to make specified information on bullying and harassment prevention readily accessible on

their ~~web sites beginning in the 2020-21 school year.~~websites. The following list reflects, but does not reproduce in exact form, all the items specified in Education Code 234.6.

The Superintendent or designee shall post on the district's ~~web site~~website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

CSBA NOTE: Education Code 215 **mandates** that ~~any district serving students in grades 7-12~~districts adopt a policy on student suicide prevention, intervention, and postvention; see BP/AR 5141.52 - Suicide Prevention. ~~As amended by AB 1767 (Ch. 694, Statutes of 2019), Education Code 215 mandates policy on suicide prevention, intervention, and postvention for grades K-6 by 2020- 21 school year.~~ Districts that do not maintain any of grades K-6 should modify ~~item~~Item #1 accordingly.

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8

3. Title IX information included on the district's ~~web site~~website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's ~~web site~~website pursuant to Education Code 221.6

4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code ~~2~~34.5.

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

CSBA NOTE: California content standards related to student education about bullying and violence prevention (e.g., recognizing the characteristics of bullying, examining the effects of bullying on others, demonstrating what to say and do when witnessing bullying) are addressed within the health education content standards adopted by the State Board of Education.

The U.S. Surgeon General's advisory, "Social Media and Youth Mental Health," describes the positive and negative impacts of social media on children and adolescents, including the impact on mental health and well-being, and recommends that schools develop, implement, and evaluate digital and media literacy curriculum to provide students and staff with the skills to strengthen digital resilience.

47 USC 254 **mandates** districts that receive e-rate discounts to adopt a policy which addresses educating students about appropriate online behavior, including the interaction with other

individuals on social networking ~~web sites~~websites and in chat rooms, as well as providing information about cyberbullying awareness and response. See BP 6163.4 - Student Use of Technology for language implementing this mandate.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, digital and media literacy skills, and appropriate online behavior.

CSBA NOTE: Education Code 234.7 requires districts to educate students about the negative impact of bullying based on actual or perceived immigration status or religious beliefs and customs. The following paragraph reflects the California Attorney General's model policy developed pursuant to Education Code 234.7, contained in the Office of the Attorney General's publication , "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," and has been expanded to include education about the impact of bullying based on any other individual characteristic.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

CSBA NOTE: The remainder of this section reflects recommendations in CDE's , "Bullying Module," and may be revised to reflect district practice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff ~~shall be~~are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and are expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

CSBA NOTE: The following reporting process may be revised to reflect district practice.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with ~~AR~~Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether ~~or not~~ a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, regardless of whether ~~or not~~ the alleged

victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in ~~AR~~Administrative Regulation 1312.3.

~~CSBA NOTE:~~CSBA NOTE: The following paragraph may be revised to reflect district practice.
Districts have the authority to monitor student use of the district's Internet system and to conduct individual searches of student accounts if there is reasonable suspicion that a user has violated district policy or the law; see BP/AR 5145.12 - Search and Seizure and BP/E 6163.4 - Student Use of Technology.

Business and Professions Code 22589.1, as added by AB 2879 (Ch. 700, Statutes of 2022), requires a social media platform, as defined, to establish a mechanism that allows any individual, regardless of whether that individual has a profile on the internet-based service, to report cyberbullying or any content that violates the existing terms of service. Although not directly ~~applicable to schools, based on this new law, schools may report cyberbullying to social media~~ companies.

~~When the circumstances involve cyberbullying,~~Any individuals with information about ~~the~~cyberbullying activity shall ~~be encouraged to~~ save and print any electronic or digital messages that they feel constitute cyberbullying and ~~to~~shall notify a teacher, the principal, or other employee so that the matter may be investigated. ~~When~~When an investigation concludes that a student ~~uses~~used a social networking site or service to bully or harass another student, the Superintendent or designee may ~~file a request with~~report the ~~networking site or service~~cyberbullying to ~~suspend~~ the ~~privileges of the student~~social media platform and ~~to have~~may request the material be removed.

Discipline/Corrective Actions

CSBA NOTE: Pursuant to Education Code 48900-48900.4, "bullying" is a ground for suspension or expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process.

~~The courts have generally~~
In *Wynar v. Douglas County School District* and *Lavine v. Blaine School District*, the Ninth Circuit upheld discipline for off-campus student conduct that poses an identifiable threat to the safety of other students, staff, or school property or presents a risk of substantial disruption of school activities, provided that the district is able to document the impact or disruption that the conduct has, or could be expected to have, on school activities ~~(e.g., Wynar v. Douglas County School District, Lavine v. Blaine School District).~~. The court in *J.C. v. Beverly Hills Unified School District* found that the district would be able to discipline a student for a video recorded off campus and posted on YouTube, but that the discipline imposed on this particular student was not justified since the district did not present evidence of specific facts that led school officials to predict that the video would cause substantial disruption (e.g., the video was not violent or threatening nor did it lead to any confrontations between the students).

Consistent with these interpretations, Education Code 48900 defines bullying by means of an "electronic act" to include creation or transmission originating on or off the school site. Thus, for purposes of determining whether the conduct may be subject to suspension or expulsion, the act does not necessarily need to have been committed while at school, while coming to or from school, or during a school-sponsored activity. Nevertheless, the act needs to satisfy the criteria specified in the definition of "bullying" in Education Code 48900 (i.e., a severe or pervasive physical or verbal

act or conduct that has or can be reasonably predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property, causing a substantially detrimental effect on the student's physical or mental health, causing substantial interference with the student's academic performance, or causing substantial interference with the student's ability to participate in or benefit from school services, activities, or privileges).

When the conduct does not rise to the level specified in Education Code 48900, the district may implement interventions other than suspension or expulsion to address the bullying. For further information, see CSBA's policy brief , "School Safety: Bullying and Cyberbullying~~: Policy Considerations for Boards.~~," Also see BP 5131 - Conduct and BP 5145.2 - Freedom of Speech/Expression.

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

CSBA NOTE: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 48900.5, as amended by AB 1165 (Ch. 22, Statutes of 2023), the district is encouraged to have a student who has been suspended, or for whom other means of correction have been implemented pursuant to Education Code 48900.5 for an incident of racist bullying, harassment, or intimidation, as well as the victim, to engage in a restorative justice practice suitable to address the needs of both the victim and the perpetrator, in addition to the other measures specified in the following paragraph.

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or ~~principal's~~ designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Bus. and Prof. Code 22589-22589.4	Cyberbullying Protection Act
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
~~Ed. Code 32283.5~~	~~Bullying; online training~~
Ed. Code 35181	Governing board authority to set policy on responsibilities of students
Ed. Code 35291-35291.5	School discipline ~~Rules~~rules
Ed. Code 46600	Student transfers
Ed. Code 48900-48925	Suspension and expulsion
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 52060-52077	Local control and accountability plan
Pen. Code 422.55	Definition of hate crime
Pen. Code 647	Use of camera or other instrument to invade person's privacy; misdemeanor
Pen. Code 647.7	Use of camera or other instrument to invade person's privacy; punishment
Pen. Code 653.2	Electronic communication devices; threats to safety

Federal	Description
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
47 USC 254	Universal service discounts (E-rate)

Management Resources	Description
CA Office of the Attorney General Publication	Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in

	Responding to Immigration Issues, April 2018 (https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school- guidance-model-k12.pdf)
California Department of Education Publication	Bullying at School, 2003 (https://www.cde.ca.gov/ls/ss/se/documents/bullyingatschool .pdf)
California Department of Education Publication	Online Bullying Training Module and Bullying Module (https://www.cde.ca.gov/ls/ss/se/bullyres.asp)
California Department of Education Publication	California's Social and Emotional Learning: Guiding Principles, 2018 (https://www.cde.ca.gov/eo/in/documents/selguidingprinciple swb.pdf)
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 (https://www.cde.ca.gov/be/st/ss/documents/healthstandmar 08.pdf)
	Social and Emotional Learning in California: A Guide to Resources, October 2018 (https://www.cde.ca.gov/eo/in/documents/selresourcesguide. pdf)
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Court Decision	Lavine v. Blaine School District, (2002) 279 F.3d 719
Court Decision	Wynar v. Douglas County School District, (2013) 728 F.3d 1062
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CSBA Publication	Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009 (https://www.csba.org/~/media/4D07909373B14A0BB5CA2 CCF41F98351.ashx)

CSBA Publication	Cyberbullying: ~~-~~Policy Considerations for Boards, Policy Brief, rev. July 2010
CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 (https://www.csba.org/~/media/E68E16A652D34EADA2BFDCD9668B1C8F.ashx)
~~CSBA Publication~~	~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 (https://www.csba.org/-/media/CSBA/Files/Advocacy/Legal-Guidance-Transgender-Legal-10-2022_p1-(1).ashx?la=en&rev=8c8f01b47a1b4e4bbb15a6bd64122a53)
CSBA Publication	Final Guidance~~:~~ AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014 (https://www.csba.org/Advocacy/~/media/CSBA/Files/Advocacy/ELA/2014_03_AB1266_FinalGuidance.ashx)
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~~U.S. DOE Office for Civil Rights Publication~~	~~Guidance to America's Schools: Bullying of Students with Disabilities, October 2014~~
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague

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U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023 (https://www2.ed.gov/about/offices/list/ocr/docs/antisemitism-dcl.pdf)
~~U.S. DOE, Office for Civil Rights Publication~~	~~Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on Basis of Sex, Race, Color, Oct 2010~~
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Harassment and Bullying, October 2010 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf)
Website	CSBA District and County Office of Education Legal Services
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Website	Partnership for Children and Youth
Website	Center on Great Teachers and Leaders
Website	Collaborative for Academic Social and Emotional Learning
Website	Common Sense Media
Website	California Department of Education, Safe Schools
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education
Website	U.S. Department of Health and Human Services, Stop Bullying (https://www.stopbullying.gov)

Cross References

Code	Description
0100	Philosophy
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1313	Civility
3515	Campus Security
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4131	Staff Development
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
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5030	Student Wellness
5113.1	Chronic Absence And Truancy
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5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5116.2	Involuntary Student Transfers
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5131	Conduct
5131.8	Mobile Communication Devices
5136	Gangs
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5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.5	Mental Health
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5144.4	Required Parental Attendance
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.2	Freedom Of Speech/Expression
5145.2	Freedom Of Speech/Expression
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
6142.8	Comprehensive Health Education
6144	Controversial Issues
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6164.2	Guidance/Counseling Services
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

6184	Continuation Education
6184	Continuation Education

Regulation 5131.2: Bullying **Status:** ADOPTED

Original Adopted Date: 10/15/2020 **| Last Reviewed Date:** 10/15/2020

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bully
a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying al
or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking s
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others no
embarrassing someone in public
4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or pos
profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district a
reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by whi
anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, s
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a respons
safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the Californi
the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Educat

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its empl
bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardiar
includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pur
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.
7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective c

development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration s or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is bei role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the conse

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident tc available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written co Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant inf

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a co

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital message the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, th networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe c suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetratc

Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, sc personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropri

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Bus. and Prof. Code 22589-22589.4	Cyberbullying Protection Act
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32280-32289.5	School safety plans - https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==
Ed. Code 35181	Governing board authority to set policy on responsibilities of students - https://simbli.eboardsolutions.com/SU/aMhrosfuwlgvxetzOUpGwQ==
Ed. Code 35291-35291.5	School discipline rules - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslshoC4A==
Ed. Code 46600	Student transfers - https://simbli.eboardsolutions.com/SU/9BwpunuMNyTrTl0p92r15g==
Ed. Code 48900-48925	Suspension and expulsion - https://simbli.eboardsolutions.com/SU/dt5KNUnSLpER0iplusCa0bRIQ==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjlplusPzLslshlt7rP0BfXZYJuQ==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==
Pen. Code 647	Use of camera or other instrument to invade person's privacy; misdemeanor - https://simbli.eboardsolutions.com/SU/HhDiFw1Iy2YHHsM2DSWLZg==
Pen. Code 647.7	Use of camera or other instrument to invade person's privacy; punishment - https://simbli.eboardsolutions.com/SU/1MB9aP0wFAL8slshxN0g5plusSgA==
Pen. Code 653.2	Electronic communication devices; threats to safety - https://simbli.eboardsolutions.com/SU/b3lplusd0Hih11bxg2qs6OYFQ==

Federal References	Description
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
47 USC 254	Universal service discounts (E-rate)

Management Resources References	Description

CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 - https://simbli.eboardsolutions.com/SU/ooeCURkNWJynAeToIlv07A==
California Department of Education Publication	Social and Emotional Learning in California: A Guide to Resources, October 2018 - https://simbli.eboardsolutions.com/SU/sb8cyt1Dn50dBCdekU5EtQ==
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 - https://simbli.eboardsolutions.com/SU/j2fEhm5EkmrfnhEegYfkRA==
California Department of Education Publication	Bullying at School, 2003 - https://simbli.eboardsolutions.com/SU/WZKBslshBhceU4oeUXslshSh1w5Q==
California Department of Education Publication	Online Bullying Training Module and Bullying Module - https://simbli.eboardsolutions.com/SU/gX974lxOcEpeYDHrg9RPBQ==
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Court Decision	Lavine v. Blaine School District, (2002) 279 F.3d 719
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U.S. DOE Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014 - https://simbli.eboardsolutions.com/SU/4FdplusZJ1MoSo9yosW9ABq1w==
U.S. DOE Publication	Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023 - https://simbli.eboardsolutions.com/SU/181OMF0JQSSH58t4UvJ1jg==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023 - https://simbli.eboardsolutions.com/SU/YckbX5RJjQDac0slshJteMFgQ==
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5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5131	Conduct - https://simbli.eboardsolutions.com/SU/xIZ9Gc1UILhCCQT5CCGHtg==
5131.8	Mobile Communication Devices - https://simbli.eboardsolutions.com/SU/f6D4mEiYdVRIGfMclkViAQ==
5136	Gangs - https://simbli.eboardsolutions.com/SU/jrTiePOXDZWVHYITSQslshF5A==
5136	Gangs - https://simbli.eboardsolutions.com/SU/mmP0dNQsPkcAnZmgFeCjrg==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/NloHQDWcviplus6dLFcVFFo9Q==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/1fLNvPE0plussZLupslshmautkbw==
5141.5	Mental Health - https://simbli.eboardsolutions.com/SU/KFVjKw6enslsh1OuslshoaFXoqng==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/QplusOL6joc2O14TslshRuGXoemA==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/lcKgoSUplusCplusNw4UpTQRdl0A==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
5144.4	Required Parental Attendance - https://simbli.eboardsolutions.com/SU/SnP9tQAXuS666ypk8hr6Jg==
5144.4	Required Parental Attendance - https://simbli.eboardsolutions.com/SU/dA9O4plusufr94DU4NSlp7RAg==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/RIEajRrHVHaPY49S8F93Cg==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/kWsBhUGnqmZEopRm1e7oVA==
5145.2	Freedom Of Speech/Expression - https://simbli.eboardsolutions.com/SU/qxtwS3tSzJkNjPDYWMpluseoQ==

5145.2	Freedom Of Speech/Expression - https://simbli.eboardsolutions.com/SU/aDr7slshplusUqXa7gxDbkQslshoxuw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/l8t8YmbBtflYImdwbnRbEw==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PKu1VD5F78ewJR2U04xZ7Q==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wlr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/VoppNbk4pBgl2gPK2huvrQ==
6163.4-E PDF(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/cMfYbPZNNyLJKpE7JPMKxg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==

Regulation 5141.21: Administering Medication And Monitoring Health Conditions

Status: ADOPTED

Original Adopted Date: 12/01/2013 | **Last Revised Date:** 12/01/~~2019~~2023 | **Last Reviewed Date:** 12/01/~~2019~~2023

CSBA NOTE: The following administrative regulation reflects requirements for the administration of medication to students on a continuing medication regimen or in emergency medical situations at school or a school-related activity. The district should consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary to ensure that all legal requirements are met.

Education Code 49426.5, as added by AB 1722 (Ch. 853, Statutes of 2023), authorizes the district to hire a licensed vocational nurse following Governing Board approval that a diligent search was conducted in accordance with Education Code 49426.5. Upon hiring a vocational nurse, the district is required to certify to the California Department of Education (CDE) that a search was properly conducted. A hired vocational nurse is required to be supervised by a credentialed school nurse employed as a school nurse at the district or at another local educational agency.

Pursuant to the general authority in Education Code 49423 and 5 CCR 600-611, as interpreted by the California Supreme Court in *American Nurses Association v. Torlakson*, health providers may train unlicensed school personnel to administer medication~~, including emergency anti-seizure medication.~~. Such administration must be contingent upon a physician's written authorization for unlicensed personnel to administer the medication to the particular student., unless otherwise authorized by law. The district may revise the following regulation to reflect any district requirements related to the administration of such medication.

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Albuterol means a bronchodilator used to open the airways by relaxing the muscles around the bronchial tubes. (Education Code 49414.7)

Inhaler means a device used for the delivery of prescribed asthma medication that is inhaled. (Education Code 49414.7)

Notifications to Parents/Guardians

CSBA NOTE: Pursuant to Education Code 48980, districts must notify parents/guardians, at the beginning of each school year, of their rights and responsibilities ~~(see section "Parent/Guardian Responsibilities" below)~~ under Education Code 49423 pertaining to the administration of medication by school employees and self-administration of epinephrine by students. See "Parent/Guardian Responsibilities" below. Though notification is not required for self-administration of any medication other than epinephrine, it is recommended that the annual notification include other medications to facilitate implementation by school personnel.

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following ~~requirements~~: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.

2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's
physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

CSBA NOTE: The following paragraph is optional.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the

Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

CSBA NOTE: Education Code 49423 and 5 CCR 600 authorize districts to administer prescribed medication only upon receipt of written statements from the student's authorized health care provider and parent/guardian. Appropriate statements must be received before students are allowed to carry and self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine pursuant to Education Code 49423, or asthma medication pursuant to Education Code 49423.1. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. If so, the district should modify the following section accordingly. See the accompanying Board policy.

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)

CSBA NOTE: Pursuant to 5 CCR 606, the district is authorized to establish rules for the delivery and storage of medication on a school site.

3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

CSBA NOTE: 5 CCR 603 authorizes the district to establish specific requirements regarding the parent/guardian's written statement. The following list should be modified to reflect the district's requirements.

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student

2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with

regard to the medication

3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration

4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in ~~items~~Items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in ~~items~~Items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation

2. That the individual is permitted to be on the school site

3. Any limitations on the individual's authority

Health Care Provider Statement

CSBA NOTE: Education Code 49423 and 49423.1 and 5 CCR 602 list ~~items~~Items that the authorized health care provider's written statement must contain, as specified in ~~items~~Items #1-5 below. Districts that request additional information in the statement should modify the following list accordingly.

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)

2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)

5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

CSBA NOTE: Items #6-8 below may be revised to reflect district practice.

6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

7. Possible side effects of the medication

8. Name, address, telephone number, and signature of the student's authorized health care provider

CSBA NOTE: Pursuant to Education Code 49423.1, ~~as amended by AB 743 (Ch. 101, Statutes of 2019),~~ districts must accept a written statement pertaining to inhaled asthma medication from a physician or surgeon who is contracted with a prepaid health plan operating under the laws of Mexico that is licensed as a health care service plan in California pursuant to Health and Safety Code 1351.2.

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

CSBA NOTE: The following section should be modified to reflect district practice.

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement

2. Accept delivery of medications from parents/guardians and count and record them upon receipt

3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and ~~note~~maintain on the list the type of medication and the times and dosage to be administered

CSBA NOTE: 5 CCR 601 specifies items that districts may, but are not required to, include in the medication log, as provided in ~~item~~Item #4 below.

4. Maintain for each student a medication log which may:

    a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information

    b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

CSBA NOTE: 5 CCR 601 specifies items that may be included in the medication record, as detailed below. In addition, 5 CCR 607 authorizes the district to establish policies regarding documentation of medication, including the maintenance of the medication record.

5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication

9. Keep all medication to be administered by the district in a locked drawer or cabinet

10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

CSBA NOTE: 5 CCR 609 authorizes the district to establish policies regarding unused, discontinued, or outdated medication.

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student

should return to class, rest in the school office, or receive further medical assistance

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors and Emergency Albuterol Inhalers

~~CSBA NOTE:~~ CSBA NOTE: The following section addresses the administration of emergency epinephrine auto-injectors and emergency albuterol inhalers to persons exhibiting life-threatening symptoms of anaphylaxis reaction and respiratory distress. If the district does not make emergency albuterol inhalers available at its schools, all references to it should be deleted from this section.

Education Code 49414 requires districts to provide epinephrine auto-injectors to school nurses or other ~~employees~~trained personnel who volunteer ~~and receive training, which they may use~~ to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. Pursuant to Education Code 49414, as amended by AB 1651 (Ch. 588, Statutes of 2023), a holder of an Activity Supervisor Clearance Certificate who has received required training may be a volunteer for the purpose of administering emergency epinephrine auto-inhalers.

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other ~~employees~~trained personnel who have volunteered to administer them in an emergency and have received training. The school nurse, or ~~a volunteer employee~~ when a school nurse or physician is unavailable, a trained volunteer may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. ~~(Education Code 49414)~~

~~At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive.~~ A trained volunteer may include the holder of an Activity Supervisor Clearance Certificate who has received specified training. (Education Code 49414)

CSBA NOTE: Pursuant to Education Code 49414.7, as added by AB 1283 (Ch. 574, Statutes of 2023), the district is authorized to provide emergency stock albuterol inhalers, including, if necessary, single-use disposable holding chambers, for use by school nurses or trained employees who have volunteered to provide emergency medical aid to persons suffering or reasonably believed to be suffering from respiratory distress.

Additionally, the Superintendent or designee may make emergency stock albuterol inhalers available to school nurses and trained personnel who have volunteered to be used to provide medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress. (Education Code 49414.7)

CSBA NOTE: Education Code 49414, and 49414.7, as added by AB 1283, require districts to distribute the following notice to all staff, at least annually. See E(1) 4112.9/4212.9/4312.9 – Employee Notifications.

At least once per school year, the Superintendent or designee shall distribute to all employees a notice requesting volunteers to be trained to administer epinephrine auto-injectors and/or stock albuterol inhalers for emergency aid to individuals exhibiting signs of anaphylaxis reaction or respiratory distress. Such notice shall also describe the training that the volunteers will receive. (Education Code 49414, 49414.7)

CSBA NOTE: Education Code 49414 ~~specifies~~and 49414.7, as added by AB 1283, specify topics to be included in training for employees who volunteer to be trained in the use of epinephrine auto-injectors. and stock albuterol inhalers. Pursuant to Education Code 49414 ~~requires~~and 49414.7, as added by AB 1283, the Superintendent of Public Instruction (SPI~~),~~) is required to review, in consultation with specified agencies and organizations, ~~to review~~ the minimum standards for ~~the training~~these trainings at least every five years. ~~These~~ , and to make the standards ~~are~~ available on ~~the California Department of Education's (CDE) web site~~CDE's website.

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 or 49414.7, and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414), 49414.7

~~CSBA NOTE: Education Code 49414 specifies the type of epinephrine auto-injectors that must be provided to each school and the district personnel authorized to obtain the prescriptions. The following paragraphs may be revised to reflect the position(s) assigned to fulfill this responsibility and the grade levels maintained by the district.~~

CSBA NOTE: Education Code 49414 and 49414.7, as added by AB 1283, specify the district personnel authorized to obtain the prescriptions for epinephrine auto-injectors and stock albuterol inhalers. The following paragraph may be revised to reflect the position(s) assigned to fulfill this responsibility.

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors or stock albuterol inhalers for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414, 49414.7)

CSBA NOTE: Education Code 49414 specifies the type of epinephrine auto-~~injector manufacturers.~~ injectors that must be provided at each school. The following paragraph may be revised to reflect the grade levels maintained by the district.

Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto- injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

CSBA NOTE: Pursuant to Education Code 49414, as amended by AB 1651, districts are required to store emergency epinephrine auto-injectors in an ~~epinephrine auto-injector~~accessible location upon need for emergency use and include the location in annual notices to staff. See E(1) 4112.9/4212.9/4312.9 – Employee Notifications. Though this requirement does not apply to stock

albuterol inhalers, consistency in the manner of handling these medications make for easier implementation of the rules for administering them.

The district shall store emergency epinephrine auto-injectors and stock albuterol inhalers in an accessible location, and shall specify such location in annual notices to staff.

~~If~~ If either medication is used, the school nurse or other qualified supervisor of health shall restock the ~~epinephrine auto-injector~~medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, ~~epinephrine auto-injectors~~ all medications shall be restocked before their expiration date. ~~(Education Code 49414)~~ (Education Code 49414, 49414.7)

Any volunteer or trained personnel who administers either medication shall initiate emergency medical services or other appropriate medical follow up in accordance with the training materials retained by the school. (Education Code 49414, 49414.7)

CSBA NOTE: Education Code 49414, and 49414.7, as added by AB 1283, require districts to provide defense and indemnification to employees who volunteer to administer epinephrine auto-injectors and emergency albuterol inhalers. Pursuant to Education Code 49414.7, as added by AB 1283, districts are not liable for any civil damages that may result from any act of omission, other than an act or omission constituting gross negligence or willful or wanton misconduct, in the emergency administration of an albuterol inhaler by any or its school nurses or trained volunteers.

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors and/or stock albuterol inhalers shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414), 49414.7)

CSBA NOTE: Pursuant to Education Code 49414, and 49414.7, as added by AB 1283, schools are authorized to accept gifts, grants, and donations to support the use of epinephrine auto-injectors and emergency albuterol inhalers.

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414 or 49414.7, including, but not limited to, the acceptance of epinephrine auto-injectors and/or emergency albuterol inhalers from a manufacturer or wholesaler. (Education Code 49414, 49414.7)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of ~~epinephrine auto-injectors~~the described medications for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

CSBA NOTE: The following section is optional. Education Code 49414.3 authorizes, but does not require, districts to make emergency naloxone hydrochloride or another opioid antagonist available to school nurses or trained personnel who have volunteered to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. Districts that choose to provide the medication must meet specified requirements as provided below. Such districts may revise the following section to indicate the grade levels at which such medication will be available (e.g., at secondary schools only).

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this

medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

CSBA NOTE: Education Code 49414.8, as added by SB 114 (Ch. 48, Statutes of 2023), appropriates funding to county offices of education (COE) for the purpose of coordinating the purchasing and maintaining of a sufficient stock of emergency opioid antagonists for distribution to districts within their jurisdiction. Districts that receive emergency opioid antagonists from a COE are required to distribute at least two units of such antagonist to each middle, junior high, high school and adult school operated by the district and to restock each unit prior to its expiration date and as soon as possible, but no later than two weeks, after its use.

Additionally, if the district accepts emergency naloxone hydrochloride or another opioid antagonist from the county office of education (COE), the Superintendent or designee shall maintain at least two units of the medication at each district middle, junior high, high, and adult school. (Education Code 49414.8)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life- threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

CSBA NOTE: Pursuant to Education Code 49414.3, the training provided to designated school personnel must be based on standards adopted by the SPI in consultation with specified agencies and organizations. The SPI is required to review those standards at least once every five years. Required topics of the training include (1) techniques for recognizing symptoms of an opioid overdose;, (2) standards and procedures for the storage, restocking, and emergency use of the medication;, (3) basic emergency follow-up procedures;, and (4) recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation. In addition, CDE is required to include on its ~~web site~~website a clearinghouse for best practices in training nonmedical personnel to administer an opioid antagonist to students. As a condition of receiving emergency opioid antagonists from the COE, the district is required to ensure that at least two staff members at each school site meet the minimum standards of training specified in Education Code 49414.3. ~~The following paragraph reflects that requirement and should be revised by districts that choose not to accept emergency opioid antagonists from the COE.~~

The principal or designee ~~may~~shall designate ~~one~~two or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be

provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3) , 49414.8)

~~A~~ Each volunteer shall meet the minimum standards of training for the administration of an emergency opioid antagonist as specified in Education Code 49414.3 or shall have undergone opioid overdose prevention and treatment training and reviewed material available on the California Department of Public Health's website. (Education Code 49414.8)

Any prescription for naloxone hydrochloride or another opioid antagonist shall be obtained by a school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator ~~shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school~~ from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3~~)~~, 49414.8)

CSBA NOTE: Pursuant to Health and Safety Code 1799.113, as added by AB 1166 (Ch. 97, Statutes of 2023), employees and volunteers that render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist shall not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct.

Employees and volunteers that render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist shall not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct. (Health and Safety Code 1799.113)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer in writing and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a COE, manufacturer, or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Anti-Seizure Medication

CSBA NOTE: The following section is optional and should be modified to reflect district practice. Pursuant to Education Code 49468, as added by AB 1810 (Ch. 906, Statutes of 2022), either a school nurse or a volunteer designated and trained as specified below, may administer emergency anti- seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from a health care provider and is suffering from a seizure. The district may designate one or more volunteers to serve in this capacity if the parent/guardian of a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed an emergency anti- seizure medication makes such a request and the volunteer(s) receive initial and annual refresher training regarding the emergency use of anti-seizure medication based on standards developed by the SPI. Pursuant to Education Code 49468.2, as added by AB 1810, collective bargaining for additional compensation for volunteers is not precluded.

A school nurse or, if a school nurse is not onsite or available, a volunteer designated by the district may administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed such medication from the student's health care provider and is suffering from a seizure. (Education Code 49468.2)

Upon receipt of a request from the parent/guardian of a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed emergency anti-seizure medication, the Superintendent or designee may designate one or more volunteer(s) at the student's school to receive initial and annual refresher training regarding the emergency use of anti-seizure medication. (Education Code 49468.2)

In order to solicit volunteers, the district shall distribute a notice at least once, but no more than two times per school year, to all staff that includes the following information: (Education Code 49468.2)

1. A description of the volunteer request stating that the request is for volunteers to be trained to recognize and respond to seizures, including training to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure

2. A description of the training that the volunteer will receive

3. The right of an employee to rescind the offer to volunteer

4. A statement that there will be no retaliation against any individual for rescinding the offer to volunteer, including after receiving training

A volunteer may rescind the offer to administer emergency anti-seizure medication at any time, including after receipt of training. (Education Code 49468.2)

If a volunteer rescinds the offer to volunteer or is no longer able to act as a volunteer for any reason, or if the placement of a student changes and the student no longer has access to a trained volunteer, the district may distribute an additional two notices per school year to all staff. (Education Code 49468.2)

CSBA NOTE: Pursuant to Education Code 49468.2, as added by AB 1810, the SPI established minimum standards of training to recognize and respond to seizures and for the administration of emergency anti-seizure medication, which are available on CDE's website and required to be updated every five years. The following paragraph reflects the minimum standards of training for volunteer(s) in order that they may administer emergency anti-seizure medication.

Volunteer employees shall receive initial and annual refresher training, based on standards adopted by the SPI, regarding the recognition and response to seizures and the administration of emergency anti-seizure medication. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49468.2)

Before administering emergency anti-seizure medication or therapy prescribed to treat seizures in a student diagnosed with seizures, a seizure disorder, or epilepsy, the district shall obtain from the student's parent/guardian a seizure action plan as specified in Education Code 49468.3. The school or district nurse shall collaborate with the parent/guardian of each student diagnosed with seizures, a seizure disorder, or epilepsy in the development of a plan if the student does not have an individualized education plan or Section 504 plan. (Education Code 49468.3)

If the school obtains written consent from the student's parent/guardian, in accordance with 34 CFR 99.30, the seizure action plan shall be distributed to any school staff or volunteers responsible for the supervision or care of the student. (Education Code 49468.3)

Upon receipt of a request from a parent/guardian of a student diagnosed with seizure, a seizure disorder, or epilepsy, the district shall notify the parent/guardian that the student may qualify for services or accommodations pursuant to Section 504 of the federal Rehabilitation Act of 1973 or an individualized education program and shall assist the parent/guardian with the exploration of that
option. (Education Code 49468.2)

Additionally, if there are no volunteers at the student's school, the Superintendent or designee shall notify the student's parent/guardian of the student's right to be assessed for services and accommodations guaranteed under Section 504 of the federal Rehabilitation Act of 1973 and the federal Individuals with Disabilities Education Act, and may ask the parent/guardian to sign such notices. (Education Code 49468.2)

The principal or designee shall notify the school nurse assigned to the school, or if a school nurse is not assigned to the school or district, the Superintendent or designee, if an employee administers
an emergency anti-seizure medication. (Education Code 49468.3)

The notification described above and the seizure action plan shall be kept on file in the office of the school nurse or a school administrator, in compliance with all applicable state and federal privacy laws. (Education Code 49468.3)

The district shall provide volunteers defense and indemnification for any and all civil liability, with information stating such being provided to the volunteer in writing and retained in the volunteer's personnel file. (Education Code 49468.5)

Trained volunteers who administer emergency anti-seizure medication or medication prescribed for seizure disorder symptoms to a student diagnosed with seizures, a seizure disorder, or epilepsy who appears to be experiencing a seizure shall not be subject to professional review, be liable in a civil
action, or be subject to criminal prosecution for acts or omissions in administering the emergency anti-seizure medication. (Education Code 49468.5)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 600-611	Administering medication to students
Bus. Code 2700-2837	Nursing
Bus. Code 3500-3546	Physician assistants
Bus. Code 4119.2	Acquisition of epinephrine auto-injectors
Bus. Code 4119.8	Acquisition of naloxone hydrochloride or another opioid antagonist
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49407	Liability for treatment
Ed. Code 49408	Student emergency information
Ed. Code 49414	Emergency epinephrine auto-injectors
Ed. Code 49414.3	Emergency medical assistance; administration of medication for opioid overdose
Ed. Code 49414.4	Opioid Misuse
Ed. Code 49414.5	Providing school personnel with voluntary emergency training
Ed. Code 49414.7	Emergency Albuterol Inhalers
Ed. Code 49414.8	Funding for emergency opioid antagonists; requirements
Ed. Code 49422-49427	Employment of medical personnel
Ed. Code 49423	Administration of prescribed medication for student
Ed. Code 49423.1	Inhaled asthma medication
Ed. Code 49468-49468.5	The Seizure Safe Schools Act
Ed. Code 49480	Continuing medication regimen; notice
H&S Code 11362.7-11362.85	Medicinal cannabis
H&S 1799.113	Opioid overdose treatment

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
21 USC 812	Schedule of controlled substances

21 USC 844	Penalties for possession of controlled substance
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 99.30	Conditions under which prior written consent is required to disclose information

Management Resources	Description
American Diabetes Association Publication	Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
American Diabetes Association Publication	Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
American Diabetes Association Publication	Program Advisory on Medication Administration, 2005
American Diabetes Association Publication	Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015
Court Decision	American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570
National Diabetes Education Program Publication	Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
Website	CSBA District and County Office of Education Legal Services
Website	National Diabetes Education Program
Website	U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information
Website	American Diabetes Association
Website	California Department of Education, Health Services and School Nursing
Website	California Department of Public Health (https://www.cdph.ca.gov/)
Website	CSBA

Cross References

Code	Description
3513.4	Drug And Alcohol Free Schools
3516	Emergencies and Disaster Preparedness Plan
4112.9	Employee Notifications
4119.43	Universal Precautions

4131	Staff Development
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4319.43	Universal Precautions
4319.43	Universal Precautions
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5125	Student Records
5125	Student Records
5131.62	Tobacco
5131.62	Tobacco
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.24	Specialized Health Care Services
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.6	School Health Services
5141.6	School Health Services
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148.2	Before/After School Programs
5148.2	Before/After School Programs

6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145.2	Athletic Competition
6145.2	Athletic Competition
6163.2	Animals At School
6163.2	Animals At School
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504

Regulation 5141.21: Administering Medication And Monitoring Health Conditions

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 10/15/2020 **| Last Reviewed Date:** 10/15/2020

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.

2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)

3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student

2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication

3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration

4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation

2. That the individual is permitted to be on the school site

3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)

2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)

5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

7. Possible side effects of the medication

8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement

2. Accept delivery of medications from parents/guardians and count and record them upon receipt

3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered

4. Maintain for each student a medication log which may:

    a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information

    b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-

related activities

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication

9. Keep all medication to be administered by the district in a locked drawer or cabinet

10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the

employee's personnel file. (Education Code 49414)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

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State References	Description
5 CCR 600-611	Administering medication to students
Bus. Code 2700-2837	Nursing - https://simbli.eboardsolutions.com/SU/uCzErklfpGgLl9HTTl6yxg==
Bus. Code 3500-3546	Physician assistants - https://simbli.eboardsolutions.com/SU/DVwu5arEKuyPdOB2YXaplusEw==
Bus. Code 4119.2	Acquisition of epinephrine auto-injectors - https://simbli.eboardsolutions.com/SU/vO6toOi4tTtDRslshrrJcMWIQ==
Bus. Code 4119.8	Acquisition of naloxone hydrochloride or another opioid antagonist - https://simbli.eboardsolutions.com/SU/DmZMuG277jOaQCVyhEgx8w==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==
Ed. Code 49407	Liability for treatment - https://simbli.eboardsolutions.com/SU/QELiBZw6v6vivoouslshr4O3A==
Ed. Code 49408	Student emergency information - https://simbli.eboardsolutions.com/SU/VVSpdnEQRzpslshwTTh4CDCqA==
Ed. Code 49414	Emergency epinephrine auto-injectors - https://simbli.eboardsolutions.com/SU/9JuMr1vqNOCC5QbFqDv9Qw==
Ed. Code 49414.3	Emergency medical assistance; administration of medication for opioid overdose - https://simbli.eboardsolutions.com/SU/jpluse7kBEekAxe3Bh0EEAWQA==
Ed. Code 49414.4	Opioid Misuse
Ed. Code 49414.5	Providing school personnel with voluntary emergency training - https://simbli.eboardsolutions.com/SU/RnYPArtgT2yb1q5d85rLzg==
Ed. Code 49414.7	Emergency Albuterol Inhalers
Ed. Code 49414.8	Funding for emergency opioid antagonists; requirements
Ed. Code 49422-49427	Employment of medical personnel - https://simbli.eboardsolutions.com/SU/cwyO9uyobPAYAs5slsh9bKpDQ==
Ed. Code 49423	Administration of prescribed medication for student - https://simbli.eboardsolutions.com/SU/6F1gCdZzlCKJq6OLWjZoXA==
Ed. Code 49423.1	Inhaled asthma medication - https://simbli.eboardsolutions.com/SU/wfWox1QcLtqEV1m7eJhDvw==
Ed. Code 49468-49468.5	The Seizure Safe Schools Act
Ed. Code 49480	Continuing medication regimen; notice - https://simbli.eboardsolutions.com/SU/leJlhkM7InFbQS1Eb6ui7A==
H&S 1799.113	Opioid overdose treatment
H&S Code 11362.7-11362.85	Medicinal cannabis - https://simbli.eboardsolutions.com/SU/8GYmlq4Wj98CCPWkE4a9ig==

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
21 USC 812	Schedule of controlled substances
21 USC 844	Penalties for possession of controlled substance
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 99.30	Conditions under which prior written consent is required to disclose information

Management Resources References	Description
American Diabetes Association Publication	Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
American Diabetes Association Publication	Program Advisory on Medication Administration, 2005
American Diabetes Association Publication	Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015
American Diabetes Association Publication	Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
Court Decision	American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570
National Diabetes Education Program Publication	Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	National Diabetes Education Program - https://simbli.eboardsolutions.com/SU/U4JqanN6vgbBAvhkbHdFNA==
Website	U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information - https://simbli.eboardsolutions.com/SU/BdavnAjNBHZNDwPZKB17GA==
Website	American Diabetes Association - https://simbli.eboardsolutions.com/SU/ZdzQITccA6IJSDcROntMZA==
Website	California Department of Education, Health Services and School Nursing - https://simbli.eboardsolutions.com/SU/8gslshmouplus2E8Rmx2avRDQPxw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==

Cross References	Description
3513.4	Drug And Alcohol Free Schools - https://simbli.eboardsolutions.com/SU/RsyNOO67E9LtdDgFPQwcig==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshl1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/8BF4XXtThplusHyMYDG4JT3fw==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/URm8f8Y9UWWByR30slshlaKDw==
4112.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/rqSp7LsvGwgeRBuO3CjudA==
4112.9-E PDF(4)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RiY6sBOvtZjslshkGuVMKWdLQ==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/BFgcRoD4M25xyYjsmxUnqA==
4119.43	Universal Precautions - https://simbli.eboardsolutions.com/SU/5vxslshSc21DjNGzgzUinCXdA==
4119.43	Universal Precautions - https://simbli.eboardsolutions.com/SU/0fBMLlgInYCghPZBY2sRLQ==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==

4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Whi8UKXYLR1N5t2qid1APg==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/bKgNwdQAUULSpluscGFRsLmXQ==
4212.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/zMD6tbaIzFplus6SLtFFoB3Hg==
4212.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/7bZTplus3Z98mODNKQSpyslshZ4w==
4212.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/OslshAIslshAqTUPsxDaNSas9fkQ==
4219.43	Universal Precautions - https://simbli.eboardsolutions.com/SU/eYTANWH0QslshLHQAJZ5iplusghA==
4219.43	Universal Precautions - https://simbli.eboardsolutions.com/SU/QplusfoUYdpUlxfam7muyACpg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/VQbO5zeg9aWBJyflPAVADQ==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/TN2PDxjjZhNlWdb1qB5MSA==
4312.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/nEAdd6ffJchjaUXV7FgoEw==
4312.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RNaAVmS6ngJ9zPWtfa7jSQ==
4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/wqplus0lwPkAXmplusKslshTsplusA33Xw==
4319.43	Universal Precautions - https://simbli.eboardsolutions.com/SU/9aslshWj5Vmwx5Tplus3UcdOeRlA==
4319.43	Universal Precautions - https://simbli.eboardsolutions.com/SU/fjdmJlSoeKjiNzfxEXbslshsA==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/E8TLBAkmlZNslsh64KyfXgj4A==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/X6d0PiFilH2zk2K5JdazDg==
5113	Absences And Excuses - https://simbli.eboardsolutions.com/SU/sXmiPExcpyoFC82JNOLAdg==
5113	Absences And Excuses - https://simbli.eboardsolutions.com/SU/XXYplusotWfxGjdaHHplusUtKIww==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/1iOUp6c5HdLm7bq0FbPbCg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/6rOSfwDcA9Fh4XEbKTxyrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/HVJ3whplusWmIRf3r0CZdyxmQ==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/lTUqleslshUZvmhzwogt8P3Ww==

5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/q3DyJG1cykCEbvwrC4GFrw==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/2SKcqtAzQIvlXs6uFEYUKQ==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/LUPslsh3GOwWlPrzOFht6vpluskg==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/wzslshxB5PWuGpSLScMjslshssMQ==
5141.24	Specialized Health Care Services - https://simbli.eboardsolutions.com/SU/ETrDJ2NvSsgub4Vx4RzgcA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/NloHQDWcviplus6dLFcVFFo9Q==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/1fLNvPE0plussZLupslshmautkbw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/2T1mTLq74Hq2gHTob4plusDOw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/jpuGyewodYDUcXq6Y5mRKA==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLlijYQcBTww==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/AjyYJSIWIe0X1X9aYsrxDA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/0rtplusMzx8L8UZ1Qslsht9ctTsA==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/UbKCQZmet0V8Ya9gXCOw9A==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/JicadXYu8G69TDnua3slshVug==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/KSed8OKaYIQWDXMkS1v1Aw==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uiyfKoElFv7NzUrqNslshftGw==

Policy 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 12/01/~~2022~~2023 | **Last Reviewed Date:** 12/01/~~2022~~2023

CSBA NOTE: The following optional policy may be used by districts that operate their own preschool/early childhood education programs and/or collaborate to provide preschool opportunities within the community. ~~CSBA's publication, "What Boards of Education Can Do about Kindergarten Readiness," provides~~CSBA's publications, "The Preschool Landscape in California and Strategies for Expansion," and, "The Importance of Early Childhood Education Programs," provide information about the characteristics of effective preschool programs and actions that the district and Governing Board can take to encourage and/or provide high-quality preschool education.

~~Pursuant to AB 131 (Ch. 116, Statutes of 2021), the statutes that govern the California State Preschool Program (CSPP) were renumbered within the Education Code. In addition, pursuant to AB 131, the statutes that govern child care programs under the Child Care and Development Services Act were repealed from the Education Code and reenacted in the Welfare and Institutions Code. Education Code 8207, as added by AB 131, clarifies that the Superintendent of Public Instruction (SPI) and the California Department of Education (CDE) retain administrative supervision of the CSPP.~~

~~Education Code 8320, as added by AB 210 (Ch. 62, Statutes of 2022) and amended by AB 185 (Ch. 571, Statutes of 2022),~~ Additionally, the California Department of Education (CDE) has developed a Universal Prekindergarten resources website, "Universal Prekindergarten (UPK), California's Great Start," designed for use by districts that operate California State Preschool Programs (CSPP), Head Start programs, and/or transitional kindergarten (TK).

Education Code 60910 requires CDE, beginning July 1, 2024, to collect data regarding each student enrolled in a district operated CSPP, including all applicable data elements that are collected for TK students pursuant to Education Code 48000.

Education Code 8320 establishes the California Universal Preschool Planning Grant Program, with the goal of expanding access to preschool programs for 3-year old and 4-year-old children universally across the state, through a mixed-delivery system by a variety of providers, programs, and settings such as Head Start agencies and other public, private, or proprietary agencies. Under the program, grants are awarded per county, based on collaborative planning among the local child care and development planning council, school districts and other local educational agencies, public and private agencies, and other community members, to ensure that activities conducted under the grant meet community needs for universal preschool in a mixed-delivery system which are not already addressed.

Education Code ~~8322, as renumbered by SB 1380 (Ch. 28, Statutes of 2022), establishes~~8281.5 established the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs

at districts. The program allocates funding to all districts that operate kindergarten programs through minimum base grants, enrollment grants based on a district's kindergarten enrollment, and supplemental grants based on a district's percentage of unduplicated students. Grant funds may be used for costs associated with creating or expanding CSPP programs or ~~transitional kindergarten (TK)~~TK programs, or to establish or strengthen partnerships with other providers of prekindergarten education within the district, including Head Start programs, to ensure that high-quality options for prekindergarten education are available for four-year-old children. Allowable costs include, but are not necessarily limited to, planning costs, hiring and recruitment costs, staff training and professional development, classroom materials, and supplies.

~~Pursuant to Education Code 8252, as amended by AB 210, districts are required to waive family fees for all families receiving subsidized child care services from CSPP programs during the 2022- 23 school year. See the accompanying administrative regulation for more information regarding waiver of fees.~~ Since funds for this program have already been granted, CDE is authorized, pursuant to SB 114 (Ch. 48, Statutes of 2023), to allocate or prorate unexpended funds from the California Prekindergarten Planning and Implementation Grant Programs to districts for costs associated with the educational expenses of current and future CSPP, TK, and kindergarten professionals that support their attainment of required credentials, permits, or professional development in early childhood instruction or child development, including developing competencies in serving inclusive classrooms and dual language learners.

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development and acquisition of instructional knowledge, skills, and abilities. The Board desires to provide a supervised and cognitively rich learning environment designed to facilitate the transition to kindergarten for three- and four-year-old children.

CSBA NOTE: The following optional paragraphs may be used by all districts, regardless of whether they provide their own preschool programs, and may be revised to reflect district practice.

Welfare and Institutions Code 10480-10487 establish county-level child care and development planning councils, with members selected by the County Board of Supervisors and County Superintendent of Schools, to identify local priorities for child care, including preschool programs, and to develop policies to meet identified needs; see BP 5148 - Child Care and Development. Such councils may also develop centralized student eligibility lists; see the section "~~Enrollment Priority~~Waiting List" in the accompanying administrative regulation.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

CSBA NOTE: ~~Pursuant to 5 CCR 17745, as adopted in Register 2022, No. 26, in~~In addition to other eligibility requirements, pursuant to 5 CCR 17745, a child and the child's parents/guardians must live in California while the child is receiving services.

To receive preschool services, a child and the child's parent(s)/guardian(s) shall be required to provide evidence of residency in California. However, any person identified as experiencing homelessness shall only be required to submit a declaration that the person resides in California. (5 CCR 17745)

Preschool eligibility determinations shall be made without regard to a child's immigration status or that of the child's parent(s)/guardian(s) unless the child or the child's parent(s)/guardian(s) are under a final order of deportation from the ~~United States~~U.S. Department of Homeland Security. (5 CCR 17745)

District Preschool Programs

CSBA NOTE: The following optional section is for use by districts that choose to provide preschool/early childhood education programs for three- and four-year-old children and should be revised to reflect district practice.

The district may contract with CDE to offer a program through the CSPP pursuant to Education Code 8200-8340. Three- and four-year-old children from low-income or otherwise disadvantaged families may be eligible for subsidized services. See the accompanying administrative regulation for major program requirements for CSPP.

Pursuant to Education Code 8207, CSPP programs may be part-day or full-day programs that are age and developmentally appropriate. See the accompanying administrative regulation for details.

Preschool programs may also receive funding through the state migrant child care and development program (Welfare and Institutions Code 10235-10238), child care and development services for children with special needs program (Welfare and Institutions Code 10260-10263), federal Head Start program (42 USC 9831-9852c), Title I preschool program (20 USC 6311-6322), or other funding sources available to the district.

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

CSBA NOTE: Pursuant to Health and Safety Code 1596.792, CSPP programs that are operated in a school building by a school district under contract with CDE are exempted from licensure and regulation requirements of Health and Safety Code 1596.70-1597.21. However, such CSPP programs are required to comply with other specified health and safety requirements, including the Field Act, California Building Standards Code, requirements for kindergarten classrooms specified in 5 CCR 14001-14036, and requirements for CSPP programs specified in 5 CCR 17700-17833.

Education Code 8207~~, as amended by SB 1047 (Ch. 923, Statutes of 2022),~~ requires any CSPP program to provide early learning and care and comply with Health and Safety Code 1596.955 and all other applicable statutory and regulatory requirements, including, but not limited to, the ~~requirement of Education Code 8205 that any child under four years of age be served only in a~~ CSPP facility licensed in accordance with Title 22 of the California Code of Regulations.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

CSBA NOTE: Pursuant to 5 CCR 17701~~, as adopted in Register 2022, No. 26,~~ the Board is required to approve a written philosophical statement, goals, objectives, and requirements addressing each program component specified in 5 CCR 17701-17711~~, as adopted in Register 2022, No. 26.~~. See the accompanying administrative regulation for further information about these required program components.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 17701-17711 and the accompanying administrative regulation. (5 CCR 17701)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

CSBA NOTE: Pursuant to Education Code 17375, as amended and extended by SB 114, districts may be awarded grants for the construction of new preschool classrooms or the modernization of existing preschool classrooms pursuant to the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

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

CSBA NOTE: The following optional paragraph provides for coordination of the preschool program with the TK program and may be revised to reflect district practice. Education Code 48000 ~~revises~~phases in the timespans for mandatory admittance requirements ~~to be phased in starting in the 2022-23 school year to~~until the 2025-2026 school year~~; see BP 6170.1 - Transitional Kindergarten.~~.

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge. In order to provide families with the option of a full-day, high-quality instructional program, the district may enroll children who are in a TK or kindergarten program in a California State Preschool Program (CSPP) before and/or after the regular school day.

CSBA NOTE: Pursuant to Education Code 48000.15, as amended by SB 141 (Ch. 194, Statutes of 2023), for the 2023–24 and 2024–25 school years, a district that offers TK to early enrollment children must concurrently offer enrollment in a CSPP, if offered by the district, and space permitting. The district may enroll an early enrollment child in a CSPP operated by the district regardless of income, after all other eligible children have been enrolled. For more information on TK programs, see BP 6170.1 - Transitional Kindergarten.

If an early enrollment child is enrolled in the district's TK program, the district shall concurrently offer the child enrollment in the district's CSPP program, subject to available space. (Education Code 48000.15)

CSBA NOTE: Pursuant to Education Code 48000 a child's eligibility for TK enrollment may not impact family eligibility for a preschool or childcare program. Education Code 8205 clarifies that four-year-old children who are eligible to participate in a CSPP program include those children whose 5th birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent ~~or~~ /guardian has opted to retain or enroll them in a CSPP program.

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

~~CSBA NOTE:~~ CSBA NOTE: Pursuant to Education Code 8203.3, CDE in consultation with the California Department of Social Services, is responsible for establishing and updating prekindergarten learning development guidelines that focus on preparing children for kindergarten, including developmental milestones, how to assess where children are in relation to the milestones, and suggested methods for achieving the milestones.

CDE has developed voluntary "preschool learning foundations" which describe the knowledge, skills, and competencies that children are expected to exhibit as they complete their first or second year of preschool. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's ~~web site~~website.

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

CSBA NOTE: Pursuant to Education Code 8241.5~~, as amended by AB 210 and AB 185,~~ preschool providers are required to identify dual language learners enrolled in specified preschool programs through a family language instrument and a family language and interest interview, which, as amended by AB 393 (Ch. 435, Statutes of 2023), may be fulfilled by using the previous designation of a child as a "dual language learner" by a general childcare and ~~to~~development program or migrant childcare program to identify and report child and program data related to dual language learners to CDE. Pursuant to Education Code 8241.5, as amended by AB 393, a family may not be compelled to complete a family language instrument or to participate in the family language and interest interview. Education Code 8203 requires the quality indicators for CSPP programs to include activities and services that meet the needs of dual language learners for support in the ~~development of their home language and English, and is reflected in the following paragraph.~~

The Superintendent or designee shall identify dual language learners in district preschool programs, and shall collect and report related data to CDE as required by Education Code 8241.5. The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

CSBA NOTE: The following paragraph reflects Education Code 8208, as amended by ~~AB 210 and~~ SB ~~1047~~141, which provides that~~, starting July 1, 2022~~ - until June 30, ~~2023~~2025, at least 5

percent of enrollment into subsidized preschool must be reserved for children with exceptional needs and increases the number to 7.5 percent on July 1, ~~2023~~2025 and 10 percent from July 1, ~~2024~~2026.

The district's preschool program shall serve children with exceptional needs as required by Education Code 8208. Children with exceptional needs attending any CSPP program shall be educated in the least restrictive environment in accordance with 20 USC 1412.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

CSBA NOTE: Pursuant to Education Code 8207, CSPP programs must include certain required components, as reflected in the accompanying administrative regulation.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

The district shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

CSBA NOTE: The Commission on Teacher Credentialing (CTC) issues permits for child development program directors, site supervisors, and teachers pursuant to criteria established in Education Code 8205 and 8298 and 5 CCR 17717-17721, ~~as adopted in Register 2022, No. 26.~~. The district may request from CDE a waiver of the qualification requirements for a site supervisor upon demonstration of a compelling need, in accordance with Education Code 8205 and 5 CCR 17719.

CTC has amended 5 CCR 80067, and adopted 5 CCR 80067.1 and 80067.2, which are pending approval by the Office of Administrative Law as of October 2023, pertaining to the prekindergarten-grade 3 early childhood education specialist credential. The proposed credential is designed to provide individuals who already hold a bachelor's degree and have gained experience in early childhood education through their work, to have an expedited pathway to earning the credential to teach in the prekindergarten-grade 3 environment. See CTC Coded Correspondence 23-02 for more information regarding the proposed regulations. For more information about the Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit, see AR 4112.2 -- Certification.

Pursuant to Education Code 69617, as amended by SB 114, the Golden State Teacher Grant Program awards up to $20,000 to students currently enrolled in a professional preparation program approved by CTC who are working towards earning their preliminary teaching or pupil personnel services credential, and who commit to work for four years at a CSPP.

Pursuant to Education Code 8281.5, as amended by SB 114, CDE is authorized to allocate or prorate unexpended funds from the California Prekindergarten Planning and Implementation Grant Programs to districts for costs associated with the educational expenses of current and future CSPP, TK, and kindergarten professionals that support their attainment of required credentials, permits, or professional development in early childhood instruction or child development, including developing competencies in serving inclusive classrooms and dual language learners.

Health and Safety Code 1596.7995 requires that employees and volunteers at a day care center be

immunized against influenza, pertussis, and measles, with specified exemptions. In addition, Health and Safety Code 1597.055 requires that teachers in a day care center obtain a tuberculosis clearance. See the accompanying administrative regulation.

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

CSBA NOTE: 5 CCR 17743~~, as adopted in Register 2022, No. 26,~~ **mandates** that districts offering a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218.1, as provided in the following paragraph. See the accompanying administrative regulation for additional language that fulfills this mandate.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (5 CCR 17743; 22 CCR 101218.1)

CSBA NOTE: Education Code 8208, 8210, and 8211, as amended by ~~AB 210 and 185~~SB 141, and 5 CCR 17746-17748 revised eligibility criteria and enrollment priorities for subsidized preschool services, as provided below and in the accompanying administrative regulation.

Eligibility is generally limited to children who reside within district boundaries. However, Education Code 8267 authorizes the Board to enter into an agreement with the boards of other districts to serve children who reside within those districts. The district may revise the following paragraph to reflect any such agreement approved by the Board.

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 17746-17748.

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 8207, programs operated under the CSPP may be part-day or full-day programs.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in ~~BP~~Board Policy 6170.1 - Transitional Kindergarten. (Education Code ~~8322~~8281.5)

CSBA NOTE: Pursuant to 5 CCR 17709-17711~~, as adopted in Register 2022, No. 26,~~ the district is required to conduct an annual self-evaluation that includes, but is not limited to, an assessment of the program by staff and the Board, a parent/guardian survey, and an environment rating scale using forms identified in 5 CCR 17700~~, as adopted in Register 2022, No. 26.~~. In addition, pursuant to 5 CCR 17794~~, as adopted in Register 2022, No. 26~~, CDE conducts a Federal Program Monitoring/Contract Monitoring Review (FPM/CMR) of each contract agency at least once every four years. The FPM/CMR instrument is available on CDE's ~~web site~~website.

Education Code 8203.1 establishes the early learning quality rating and improvement system (QRIS) block grant to support continuous local improvement efforts that increase the number of low- income children in high-quality preschool programs. Grant funds may be awarded to eligible local consortia, which then allocate funds to districts and other agencies contracting to provide CSPP programs. Pursuant to Education Code 8203.1, QRIS is based on a tiered rating structure with progressively higher quality standards for each tier. It is designed to (1) provide supports and incentives for programs, teachers, and administrators to reach higher levels of quality;, (2) monitor and evaluate program impacts on child outcomes;, and (3) disseminate information to parents/guardians and the public about program quality. ~~For further information about the QRIS block grant, see CDE's web site and its publication, "Dream Big for Our Youngest Children."~~

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 17709-17711)

CSBA NOTE: The following paragraph is for use by districts that offer a CSPP program and may be revised to reflect the type(s) of programs offered by the district. Education Code 8212 requires districts to use the uniform complaint procedures, with modifications as necessary, to investigate and resolve health and safety complaints in license-exempt CSPP programs. Pursuant to 5 CCR 17781, license-exempt CSPP programs are required to comply with the procedures described in 5 CCR 4690-4694. See BP/AR 1312.3 - Uniform Complaint Procedures.

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the ~~California State Preschool Program.~~CSPP. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694, 17781)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
22 CCR 101151-101191	Licensing and application procedures
22 CCR 101151-101239.2	General requirements; licensed child care
centers 22 CCR 101212-101231	Continuing requirements
22 CCR 101237-101239.2	Facilities and equipment

5 CCR 14001-14036	School housing
5 CCR 17700-17833	California State Preschool Program
5 CCR 17701-17711	General Program Requirements
5 CCR 17746-17748	Enrollment priorities
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4690-4694	Complaints regarding health and safety issues in license- exempt preschool programs
5 CCR 80067	Professional Clear Early Childhood Education Specialist Instruction Credential
5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program
Ed. Code 44065	Issuance of and functions requiring credentials
Ed. Code 44256	Authorization for teaching credentials
Ed. Code 48000-48003	~~Transitional kindergarten~~Kindergartens
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60910	Data for students enrolled in California State Preschool Program
Ed. Code 69617	Golden State Teacher Grant Program
Ed. Code 8200-8340	California State Preschool Program
~~Ed. Code 8203.5~~	~~Contracts to provide preschool services~~
~~Ed. Code 8205~~	~~Definitions~~
~~Ed. Code 8207~~	~~California State Preschool Program administration~~
~~Ed. Code 8208~~	~~Eligibility of three- or four-year-old child for state preschool program~~
~~Ed. Code 8209~~	~~Physical examination and immunizations~~
~~Ed. Code 8210~~	~~Priority for part-day programs~~
~~Ed. Code 8211~~	~~Priority for full-day programs~~
~~Ed. Code 8212~~	~~Complaints related to preschool health and safety issues~~
~~Ed. Code 8213~~	~~Income eligible; definition~~
~~Ed. Code 8214~~	~~Order of disenrollment~~

~~Ed. Code 8217~~	~~Enrollment of three- and four-year-old children in state preschool programs~~
~~Ed. Code 8220-8221~~	~~Family literacy services~~
~~Ed. Code 8241~~	~~Staffing ratios for center-based program~~
~~Ed. Code 8252-8254~~	~~Early childhood education family fees~~
~~Ed. Code 8298~~	~~Program director qualifications~~
~~Ed. Code 8322~~	~~California Prekindergarten Planning and Implementation~~ Grant Program
Ed. Code 8489-8489.1	Expulsion and ~~Suspension Procedures~~suspension
procedures H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 1596.70-1596.895	California Child Day Care
Act H&S Code 1596.90-1597.21	Day care centers
W&I Code 10207-10215	General provisions
W&I Code 10207-10492.2	Child Care and Development Services
Act W&I Code 10217-10224.5	Resource and referral programs
W&I Code 10225-10234	Alternative payment programs
W&I Code 10235-10238	Migrant child care and development
programs W&I Code 10240-10243	General child care and development
programs W&I Code 10250-10252	Family child care home education networks
W&I Code 10260-10263	Child care and development services for children with special needs
W&I Code 10480-10487	Local planning councils

Federal	**Description**
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6311-6322	Title I, relative to preschool
20 USC 6391-6399	Education of migratory children
42 USC 9831-9852c	Head Start programs
42 USC 9857-9858r	Child Care and Development Block Grant
45 CFR 1301.1-1305.2	Head Start

Management Resources	**Description**
California Department of Education Publication	Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23- 08, September 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2308.asp)

~~California Department of Education Publication~~ California Department of Education Publication	~~Prekindergarten Learning Development Guidelines, 2000~~
California Department of Education Publication	Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24, Early Education Division Management Bulletin 23-07, September 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2307.asp)
California Department of Education Publication	Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2305.asp)
~~California Department of Education Publication~~ California Department of Education Publication	California State Preschool Program and Children with Disabilities (Exceptional Needs), Early Education Division Management Bulletin 23-02, February 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2302.asp)
California Department of Education Publication California Department of Education Publication	~~Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010~~ Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009 (https://www.cde.ca.gov/sp/cd/re/documents/psenglearnerse d2.pdf) First Class: A Guide for Early Primary Education, 1999 (https://www.cde.ca.gov/sp/cd/re/documents/firstclass.pdf) California Preschool Learning Foundations (https://www.cde.ca.gov/sp/cd/re/psfoundations.asp)
~~CSBA Publication~~	~~What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016~~
Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 (https://www.ctc.ca.gov/docs/default-source/commission/coded/2023/coded-23-02.pdf?sfvrsn=973026b1_9)

CSBA Publication	The Preschool Landscape in California and Strategies for Expansion, January 2020
CSBA Publication	The Importance of Early Childhood Education Programs. September 2019 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201909CSBA_Governance-Brief_Early-Education.ashx?la=en&rev=8b0259f73a574f62aae4e8b047db4eed)

~~U.S. Department of Education~~ ~~Publication~~ U.S. Department of Education Publication	~~Good Start, Grow Smart, April~~ ~~2002~~ Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016 (https://oese.ed.gov/files/2020/07/policy-statement-ece-expulsions-suspensions.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	National Institute for Early Education Research
Website	California Head Start Association
Website	California Preschool Instructional Network
Website	Child Development Policy Institute
Website	California Association for the Education of Young Children
Website	First 5 California
Website	California Department of Social Services
Website	California County Superintendents Educational Services Association
Website	Cities Counties and Schools Partnership
Website	California Commission on Teacher Credentialing (https://www.ctc.ca.gov/)
Website	California Office of Administrative Law (https://oal.ca.gov/)
Website	CSBA
Website	U.S. Department of Education
Website	California Department of Education
Website	California Department of Education, Universal PreKindergarten, California's Great Start (https://express.adobe.com/page/OZrg3IsP1GE8b/)

Cross References

Code	Description
0415	Equity
0470	COVID-19 Mitigation Plan
0500	Accountability
1240	Volunteer Assistance

1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1330	Use Of School Facilities
1330	Use Of School Facilities
1330-E(1)	Use Of School Facilities
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3523	Electronic Signatures
3523	Electronic Signatures
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3580	District Records
3580	District Records
4112	Appointment And Conditions Of Employment
4112.2	Certification
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files

4131	Staff Development
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4331	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5030	Student Wellness
5111	Admission
5111	Admission
5125	Student Records
5125	Student Records
5141.23	Asthma Management
5141.23	Asthma Management
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications

5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6159	Individualized Education Program
6159	Individualized Education Program
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6174	Education For English Learners
6174	Education For English Learners
6175	Migrant Education Program
6175	Migrant Education Program
6200	Adult Education
6200	Adult Education

7110	Facilities Master Plan
7210	Facilities Financing

Policy 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 03/09/2023 **| Last Reviewed Date:** 03/09/2023

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development and acquisition of instructional knowledge, skills, and abilities. The Board desires to provide a supervised and cognitively rich learning environment designed to facilitate the transition to kindergarten for three- and four-year-old children.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

To receive preschool services, a child and the child's parent(s)/guardian(s) shall be required to provide evidence of residency in California. However, any person identified as experiencing homelessness shall only be required to submit a declaration that the person resides in California. (5 CCR 17745)

Preschool eligibility determinations shall be made without regard to a child's immigration status or that of the child's parent(s)/guardian(s) unless the child or the child's parent(s)/guardian(s) are under a final order of deportation from the United States Department of Homeland Security. (5 CCR 17745)

District Preschool Programs

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 17701-17711 and the accompanying administrative regulation. (5 CCR 17701)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

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

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing

skills and knowledge.

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

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Superintendent or designee shall identify dual language learners in district preschool programs, and shall collect and report related data to CDE as required by Education Code 8241.5. The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall serve children with exceptional needs as required by Education Code 8208. Children with exceptional needs attending any CSPP program shall be educated in the least restrictive environment in accordance with 20 USC 1412.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

The district shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (5 CCR 17743; 22 CCR 101218.1)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 17746-17748.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8322)

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 17709-17711)

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694, 17781)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

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22 CCR 101212-101231	Continuing requirements - https://simbli.eboardsolutions.com/SU/H5IA5aJVFlBKHey0QgRA4A==
22 CCR 101237-101239.2	Facilities and equipment - https://simbli.eboardsolutions.com/SU/tHhaU35adyWpiEslshHV75I9Q==
5 CCR 14001-14036	School housing
5 CCR 17700-17833	California State Preschool Program
5 CCR 17701-17711	General Program Requirements
5 CCR 17746-17748	Enrollment priorities
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
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5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program - https://simbli.eboardsolutions.com/SU/Gn8XwtQ4eocS2d4ezga0Hw==
Ed. Code 44065	Issuance of and functions requiring credentials - https://simbli.eboardsolutions.com/SU/yZ6yf07NPBGtJIGuMTr2AQ==
Ed. Code 44256	Authorization for teaching credentials - https://simbli.eboardsolutions.com/SU/euqk9VYEyaRwEvPeeyK32g==
Ed. Code 48000-48003	Kindergartens - https://simbli.eboardsolutions.com/SU/v8PZQjUGDjhs53slshXA3vGag==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 60910	Data for students enrolled in California State Preschool Program - https://simbli.eboardsolutions.com/SU/Yc8gdU6QslshA38V0jyO36FWQ==
Ed. Code 69617	Golden State Teacher Grant Program - https://simbli.eboardsolutions.com/SU/sKLoaICP5isYVHKRI4YExw==

Ed. Code 8200-8340	California State Preschool Program - https://simbli.eboardsolutions.com/SU/WailxWdWXPyHcdWpmOa61w==
Ed. Code 8489-8489.1	Expulsion and suspension procedures - https://simbli.eboardsolutions.com/SU/8cZkslshDcs4Ssq42BViYx9bQ==
H&S Code 120325-120380	Immunization against communicable diseases - https://simbli.eboardsolutions.com/SU/FGujqoVrBdIqjKhKt3z3jA==
H&S Code 1596.70-1596.895	California Child Day Care Act - https://simbli.eboardsolutions.com/SU/usTRRCfKRLvslshtM1mVsbuLw==
H&S Code 1596.90-1597.21	Day care centers - https://simbli.eboardsolutions.com/SU/Am0YSBwJEPhbBIac0rUUfA==
W&I Code 10207-10215	General provisions - https://simbli.eboardsolutions.com/SU/5kmOH7nmdFsSzvZkVx4cuA==
W&I Code 10207-10492.2	Child Care and Development Services Act - https://simbli.eboardsolutions.com/SU/FpOYlktHodCto95FpfBu0w==
W&I Code 10217-10224.5	Resource and referral programs - https://simbli.eboardsolutions.com/SU/Jm7vmqDzEKG7gnoIDGpW8g==
W&I Code 10225-10234	Alternative payment programs - https://simbli.eboardsolutions.com/SU/ps4kJDjYapxvi4pRoIcifw==
W&I Code 10235-10238	Migrant child care and development programs - https://simbli.eboardsolutions.com/SU/gqSXzkImKCrnqexZPqplusyHQ==
W&I Code 10240-10243	General child care and development programs - https://simbli.eboardsolutions.com/SU/noyvMzQggmGu3wbj8z3gvw==
W&I Code 10250-10252	Family child care home education networks - https://simbli.eboardsolutions.com/SU/Nj5pHgY0XqstPO11fUTRVw==
W&I Code 10260-10263	Child care and development services for children with special needs - https://simbli.eboardsolutions.com/SU/SQlOXnmt0izfPmFplusppa80Q==
W&I Code 10480-10487	Local planning councils - https://simbli.eboardsolutions.com/SU/dilNf8qeXOtjyXEfSb3Ohg==

Federal References	**Description**
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20 USC 6311-6322	Title I, relative to preschool
20 USC 6391-6399	Education of migratory children
42 USC 9831-9852c	Head Start programs
42 USC 9857-9858r	Child Care and Development Block Grant
45 CFR 1301.1-1305.2	Head Start

Management Resources References	**Description**
CA Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 - https://simbli.eboardsolutions.com/SU/kBXm9wPhzky0zpPfteuBfQ==
California Department of Education Publication	California State Preschool Program and Children with Disabilities (Exceptional Needs), Early Education Division Management Bulletin 23-02, February 2023 - https://simbli.eboardsolutions.com/SU/OrlUUG3CWxOghHqE6caSSg==
California Department of Education Publication	Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023 - https://simbli.eboardsolutions.com/SU/WURrvfOLzLESjWQRf3PJZw==
California Department of Education Publication	Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24, Early Education Division Management Bulletin 23-07, September 2023 - https://simbli.eboardsolutions.com/SU/xc7wHFfslshLrf5azCHNslshHlOQ==

California Department of Education Publication	Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23-08, September 2023 - https://simbli.eboardsolutions.com/SU/IZNX5slshYm4K5WX8y6FtRi7g==
California Department of Education Publication	Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009 - https://simbli.eboardsolutions.com/SU/vKQiZONpbJlslsh9p5ub7Jjvg==
California Department of Education Publication	California Preschool Learning Foundations - https://simbli.eboardsolutions.com/SU/FVbs2pluspsLxQSOLdBNKPqEA==
California Department of Education Publication	First Class: A Guide for Early Primary Education, 1999 - https://simbli.eboardsolutions.com/SU/eYmpr7DNx9bEFaHSdqRRjA==
CSBA Publication	The Importance of Early Childhood Education Programs, September 2019 - https://simbli.eboardsolutions.com/SU/IQgjNJGwT3xHyXYXNTBcPQ==
CSBA Publication	The Preschool Landscape in California and Strategies for Expansion, January 2020
U.S. Department of Education Publication	Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016 - https://simbli.eboardsolutions.com/SU/PNnslshVnkzOq0sFp8mP3X61w==
Website	California Department of Education, Universal PreKindergarten, California's Great Start - https://simbli.eboardsolutions.com/SU/jPPg0oYQplus48cDnjJEZlWOA==
Website	California Office of Administrative Law - https://simbli.eboardsolutions.com/SU/RnyBM7nM4Vf4qxslshOTuQSbg==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/8dKABfP8KgqMplus2tMzeNqdQ==
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Website	California Association for the Education of Young Children - https://simbli.eboardsolutions.com/SU/r0qvYzEWUcRnpQGzFMfChw==
Website	First 5 California - https://simbli.eboardsolutions.com/SU/sEYslsh3n3gnmyslsh1pLxXzislshrQ==
Website	California Department of Social Services - https://simbli.eboardsolutions.com/SU/TFlWOAAhRHb4PYNSjlzKlQ==
Website	Cities Counties and Schools Partnership - https://simbli.eboardsolutions.com/SU/vkMU6AgLdg2x1CfasX4n3w==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	**Description**

0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/AEEKECijKNmVMzEslshyCbIkw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/78ekWcFPdeJYByBG2hc7tw==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/UwFT8RSOfwA2XaplusiMANFQg==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/Q9uum7Qie1RKlnyyMCvRYA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/zP9eNCslshlhcPcKReyWt0R0w==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/NdfFmK3KRDWa7ZhbLQia8g==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WkUrNM2FzVVkLqFLyxiZng==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/4jRHUfaUfv4zxjwR1ydrpA==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
3523	Electronic Signatures - https://simbli.eboardsolutions.com/SU/sAeF3TfQsETIooMGolkifw==
3523	Electronic Signatures - https://simbli.eboardsolutions.com/SU/ouLslshn4GYb3pPOKN0kchMPg==
3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/7N9bBLdH2rplusLh3dBRI3O1g==

3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
3580	District Records - https://simbli.eboardsolutions.com/SU/slGJYA28YslshNTQCMslshGcplusm0g==
3580	District Records - https://simbli.eboardsolutions.com/SU/BEy9zuPlfTW5TQjPpTt55Q==
4112	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/h2UUcLqR6nWn8M9XHIk1FQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/VHv28XDwUWTDmgNmplusYhAUA==
4112.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/IDaVyYyEsX2uuayPhodYCw==
4112.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/RwoubYUMsslsh7slshAUvWrC2HpQ==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUlClLEpQ3N9wg0E4Bg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/j5KgsEwkbz0zSguAkgsplusOA==
4212.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/K2kSL91OyCcPJiCAGQlplusMw==
4212.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/elWezLExrodwsXFsrcssdw==
4212.6	Personnel Files - https://simbli.eboardsolutions.com/SU/uNiu75vyJXMvsclI7slshOVGg==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/52emsslshp67h2WsdOEvrslshMFw==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/R8I3V22slshv8L1TDQ3ILl3wg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4312.4	Health Examinations - https://simbli.eboardsolutions.com/SU/n2s4CeoDPdaplusBzy0QkOCSw==
4312.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/hslshQwvW7ctM8plus871gvslshe29A==
4312.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/HdBqOe93olNlDwSZ3dCnUQ==
4312.6	Personnel Files - https://simbli.eboardsolutions.com/SU/slshQ37eOVLFslshfF0try0wpUNA==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshWYDlkeWFYgAPyDeQIHP1g==

5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/R3U5JpeaoplusoVTWmp6aTfsw==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5111	Admission - https://simbli.eboardsolutions.com/SU/GUaeicU7jgrM5znpNYGjqQ==
5111	Admission - https://simbli.eboardsolutions.com/SU/xQb0iX5ZndNOtMmjybpA0A==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5141.26	Tuberculosis Testing - https://simbli.eboardsolutions.com/SU/2I6VGcQ4GcfNVkCB4PkdWQ==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/jgOyR5ZG6oxquyYQgJUHxw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/1KEcWg3tdaMSHap3A6rQlA==
5141.32	Health Screening For School Entry - https://simbli.eboardsolutions.com/SU/nXFGAIcdg5TseX0vSC3nyw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/2T1mTLq74Hq2gHTob4plusDOw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/jpuGyewodYDUcXq6Y5mRKA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/djdpluss5B8sXY5DFplusXDAoRUQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/8SJpluspF9Y2kDccXplusdIIw0yw==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==

6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViayIlA==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==
7210	Facilities Financing - https://simbli.eboardsolutions.com/SU/u7P3SQroAxus9PotBZiwyQ==

Regulation 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: 07/01/2015 | **Last Revised Date:** 12/01/~~2022~~2023 | **Last Reviewed Date:** 12/01/~~2022~~2023

CSBA NOTE: The following administrative regulation reflects the major requirements of the California State Preschool Program (CSPP) pursuant to Education Code 8200-8340 and 5 CCR 17700-17833~~, as adopted in Register 2022, No. 26~~.

The following administrative regulation does not reflect all requirements for other state and federally funded preschool program(s). The district may revise this administrative regulation to reflect other preschool program(s) it offers, such as the state migrant child care and development program (Welfare and Institutions Code 10235-10238), child care and development services for children with special needs program (Welfare and Institutions Code 10260-10263), federal Head Start program (42 USC 9831-9852c), Title I preschool program (20 USC 6311-6322), or preschool program developed and funded by the district.

In addition to the program requirements described below, other district policies as contained throughout the district's policy manual may be applicable to preschool programs. See BP/AR 1240
- Volunteer Assistance, AR 3514.2 - Integrated Pest Management, BP/AR 3550 - Food Service/Child Nutrition Program, and BP/AR 5148 - Child Care and Development. Districts should consult ~~CSBA~~CSBA's District and County Office of Education Legal Services or district legal counsel if there are questions regarding the applicability of other laws to the district's preschool program.

Children with exceptional needs means either of the following: (Education Code 8205)

1. Children under three years of age who have been determined to be eligible for early intervention services pursuant to the California Early Intervention Services Act (Government Code 95000-95029.5) and its implementing regulations~~. These children include~~, including an infant or toddler with a developmental delay or established risk condition, or a child who is at high risk of having a substantial developmental disability, as defined in Government Code 95014. ~~These children~~Children with exceptional needs under the age of three shall have active individualized family service plans (IFSP) and shall be receiving early intervention services.

2. Children 3 to 21 years of age, inclusive, who have been determined to be eligible for special education and related services by an individualized education program (IEP) team according to the special education requirements contained in Education Code 56000-56865, and who meet eligibility criteria described in Education Code 56026 and 56333-56338 and 5 CCR 3030-3031. ~~These children~~Children with exceptional needs between ages 3 to 21 shall have an active ~~individualized education program~~ (IEP) and shall be receiving early intervention services or appropriate special education.

Dual language learner children means children whose first language is a language other than English or children who are developing two or more languages, one of which may be English. (Education Code 8205)

CSBA NOTE: Pursuant to Education Code 48000.15, as amended by SB 141 (Ch. 194, Statutes of 2023), for the 2023–24 and 2024–25 school years, a district that offers transitional kindergarten (TK) to early enrollment children must concurrently offer enrollment in a CSPP, if offered by the district, and space permitting.

Early enrollment child means a child whose fourth birthday will be between June 3 and September 1 preceding the school year during which they are enrolled in a transitional kindergarten (TK) classroom. (Education Code 48000.15)

Three-year-old children means children who will have their third birthday on or before December 1 of the fiscal year in which they are enrolled in a program approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP). Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a CSPP program on or after their third birthday. (Education Code 8205)

Four-year-old children means children who will have their fourth birthday on or before December 1 of the fiscal year in which they are enrolled in a CSPP program, or a child whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent or guardian has opted to retain or enroll them in a CSPP program. (Education Code 8205)

When approved by CDE under the CSPP, the district may operate one or more part- or full-day preschool programs in accordance with law and the terms of its contract with CDE.

CSBA NOTE: Pursuant to Education Code 8207, CSPP programs must include certain required components, as reflected in Items #1-7 below. Item #8 is a recommended practice that may be revised to reflect the district's program.

The district's CSPP program shall include all of the following: (Education Code 8207)

1. Age and developmentally appropriate activities for children

2. Supervision

3. Parenting education and parent engagement

4. Social services that include, but are not limited to, identification of child and family needs and referral to appropriate agencies

5. Health services

6. Nutrition

7. Training and career ladder opportunities, documentation of which shall be provided to CDE

8. Physical activity to support children's health

CSBA NOTE: CSPP program components are listed in 5 CCR 17701-17711, ~~as adopted in Register 2022, No. 26~~.

Pursuant to Education Code 8203.5, contracts between the California Department of Education (CDE) and districts for CSPP programs must include a requirement that a developmental profile be maintained for each child.

The district's preschool program shall satisfy all the requirements described in 5 CCR 17701-17711, including, but not limited to, those related to the program philosophy, goals, and objectives, the educational program, the creation of a developmental profile for each child, staff development, family engagement and strengthening, community involvement, health and social services, nutrition, and program evaluation.

Minimum Hours/Days of Operation

CSBA NOTE: Pursuant to Education Code 8207, CSPP programs may be part- or full-day. The following section may be revised to reflect district programs.

The district's part-day preschool program shall operate a minimum of three hours, and up to three hours and 59 minutes, per day, excluding time for home-to-school transportation, and for at least 175 days per year unless otherwise specified in the contract with CDE. (Education Code 8207; 5 CCR 17727)

~~CSBA NOTE: The following paragraph reflects Education Code 48000, as amended by AB 185 (Ch. 571, Statutes of 2022).~~CSBA NOTE: CDE's Early Education Division Management Bulletin 23-05 provides guidance on eligibility of children enrolled in TK or kindergarten for wraparound care if the child is also eligible for a part-day CSPP.

However, a part-day preschool program may also offer ~~transitional kindergarten (TK~~) or kindergarten children whose families meet the requirements of Education Code 8208 less than four hours of wraparound childcare services and a part-day preschool program operating on a school site may be allowed flexibility in the operational hours. (Education Code 48000)

CSBA NOTE: Pursuant to Education Code 48000.15, as amended by SB 141, for the 2023–24 and 2024–25 school years, a district that offers TK to early enrollment children must concurrently offer enrollment in a CSPP program, if offered by the district, space permitting. The district may enroll an early enrollment child in a CSPP program operated by the district regardless of income, after all other eligible children have been enrolled. For more information about TK programs, see BP 6170.1 - Transitional Kindergarten.

The district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. If an early enrollment child is enrolled in the district's TK program, the district shall concurrently offer the child enrollment in the district's CSPP, subject to available space. (Education Code 48000.15)

The district's full-day program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation, and for the number of operational hours reasonably

necessary to meet the preschool needs of the families in the community. (Education Code 8207; 5 CCR 17728)

Staffing

CSBA NOTE: Education Code 8241 provides staffing ratios that apply until the Superintendent of Public Instruction (SPI) promulgates regulations to establish such ratios for center-based programs. Pursuant to Education Code 8241, CSPP programs must maintain a ratio of at least one adult to every eight children and at least one teacher to every 24 children.

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. (Education Code 8241, 5 CCR 17713-17716)

CSBA NOTE: Health and Safety Code 1596.7995 requires employees and volunteers at a day care center to be immunized against influenza, pertussis, and measles, with specified exemptions. Health and Safety Code 1597.055 adds a requirement for such teachers to obtain a tuberculosis clearance. Pursuant to Health and Safety Code 1596.76, a day care center includes a preschool. See AR 5148 - Child Care and Development for further information regarding immunization requirements for staff and volunteers. Districts that have not adopted AR 5148 - Child Care and Development may revise the following paragraph accordingly and expand it to include the exemptions specified in Health and Safety Code 1596.7995.

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and ~~AR~~Administrative Regulation 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Education Code 49406 requires school volunteers, with certain authorized exceptions, to submit to a tuberculosis risk assessment as developed by the California Department of Public Health. If risk factors are identified, then the volunteer is required to submit to an intradermal (skin) tuberculin test or other tuberculin test recommended by the Centers for Disease Control and Prevention.

The district may require any volunteer who is to provide care and supervision to district preschool children to provide evidence that the volunteer is free of infectious tuberculosis.

Family Literacy Services

CSBA NOTE: The following section is optional. Contingent upon funding in the state Budget Act, Education Code 8220 and 8221 provide for the SPI to distribute family literacy supplemental grant funds to qualifying CSPP contractors for the purposes described below.

When any district part-day preschool program receives funding for family literacy services pursuant to Education Code 8221, the Superintendent or designee shall coordinate the provision of: (Education Code 8220)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development

2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:

    a. Providing support for the educational growth and success of their children

    b. Improving parent-school communications and parental understanding of school structures and expectations

    c. Becoming active partners with teachers in the education of their children

    d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral

3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve academic skills of parents/guardians

4. Staff development for teachers in participating classrooms that includes, but is not limited to:

    a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies

    b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms

    c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities

    d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

Eligibility Criteria for Part-Day CSPP Programs

CSBA NOTE: The following section reflects eligibility criteria for the part-day CSPP programs pursuant to state law and regulations. See the section "Eligibility and Enrollment Priorities for Full-Day CSPP Programs" below for full-day program requirements.

5 CCR 17743~~, as adopted in Register 2022, No. 26,~~ **mandates** that a district operating a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218.1, including, but not limited to, criteria designating those children whose needs can be met by the program and services and the ages of children who will be accepted.

A three- or four-year-old child is eligible for a part-day CSPP program if the child's family is one of the following: (Education Code 8208)

~~1.~~ 1. A current aid recipient

~~2.~~ 2. Income eligible

~~3. Homeless~~

3. Experiencing homelessness

4. 4. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited

~~CSBA NOTE: Education Code 8208, as amended by AB 210 (Ch. 62, Statutes of 2022), has expanded eligibility for participation in CSPP to include families with a child with exceptional needs, as defined in Education Code 8205.~~

5. 5. One who has children with exceptional needs, as defined in Education Code 8205

~~CSBA NOTE: Education Code 8208, as amended by SB 1047 (Ch. 923, Statutes of 2022), further expands eligibility for participation in CSPP to families specified in Item #6 below.~~

6. 6. One with a household member who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by CDE

After all eligible three- and four-year-old children have been enrolled as provided above, a part-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

In addition, after all otherwise eligible children have been enrolled as provided in the paragraphs above, a part-day CSPP program may provide services to three- and four-year-old children in

families whose income is above the income eligibility threshold if those children are children with exceptional needs. Such children with exceptional needs shall not count towards the 10-percent limit on enrollment of families with income above the income eligibility threshold described above. (Education Code 8208)

CSBA NOTE: Education Code 8217~~, as amended by AB 185,~~ further expands eligibility ~~to~~for part-day CSPP programs to three-year old children in the circumstances specified in the following paragraph.

A CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price lunch may enroll three- and four-year-old children after all otherwise eligible children have been enrolled as provided in the paragraphs above. (Education Code 8208 ~~and~~, 8217)

CSBA NOTE: Pursuant to Education Code 8208~~, as amended by AB 210,~~ at certification or recertification, a child is deemed eligible for a part-day CSPP program for the remainder of the program year and the following program year so long as the child continues to meet the age-eligibility requirements.

The district shall certify eligibility and enroll families into the part-day preschool program within 120 calendar days prior to the first day of the beginning of the new preschool year. Subsequent to a child's enrollment, the child shall be deemed eligible for the part-day CSPP program for the remainder of the program year and for the following program year, provided applicable age-eligibility requirements are met, as specified in Education Code 8205 and 48000. (Education Code 8208)

Enrollment Priorities for Part-Day CSPP Programs

CSBA NOTE: Education Code 8210, as amended by ~~AB 210 and AB 185~~SB 141, revised and reordered the priority ranking for part-day CSPP, as provided in Items #1-6 below.

The district shall give priority for part-day CSPP programs as follows: (Education Code 8210)

~~1.~~ 1. The first priority for services shall be given to three- or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency. If the district is unable to enroll a child in this first priority category, the district shall refer the child's parent/guardian to local resources and referral services so that services for the child can be located.

CSBA NOTE: Education Code 8208, as amended by ~~AB 210~~SB 141, requires that~~, starting July 1, 2022,~~ a percentage of part-day preschool enrollment be reserved for children with exceptional needs. ~~For the period July 1, 2022 until~~Until June 30, ~~2023~~2025, a minimum of 5 percent is required, starting July 1, ~~2023~~2025, to June 30, ~~2024~~2026, 7.5 percent must be reserved, and from July 1, ~~2024~~2026, at least 10 percent must be reserved for children with exceptional needs. CDE is required to review data on compliance and provide assistance to CSPP contracting agencies in order to meet these requirements.

Education Code 8210, as amended by ~~AB 321 (Ch. 903, Statutes of 2022),~~SB 141, clarifies that when enrollment of children with exceptional needs has reached the number reserved, second priority must be given to three- and four-year old children with ~~exceptional needs from families who are below the income eligibility threshold.~~ Pursuant to Education Code

8210, as amended by SB 141, if two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, the child that has been on the waiting list for the longest time shall be admitted first.

~~2.~~ 2. When the number of three- or four-year old children with exceptional needs required to be enrolled pursuant to Education Code 8208 have been enrolled and there are additional children with exceptional needs who are interested in enrolling, the second priority for services shall be given to all three- and four-year old children with exceptional needs from families with incomes below the income eligibility threshold, as described in Education Code 8213. Within this priority category, children with exceptional needs from families with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the Superintendent of Public Instruction (SPI) at the time of enrollment, shall be enrolled first.
If two or more families have the same income ranking, the child that has been on the waiting list for the longest time shall be admitted first.

~~3.~~ 3. The third priority shall be given to eligible four-year-old children who are not enrolled in a state-funded ~~transitional kindergarten (~~TK~~)~~ program. This priority shall not include children eligible for enrollment as children with exceptional needs pursuant to Education Code 8208 (a)(1)(E), who are from families with incomes above the income eligibility threshold, as described in Education Code 8213. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first.

CSBA NOTE: ~~In keeping with the legislative intent of AB 321 to prioritize access to CSPP and childcare and development services for children who reside in homes in which the primary language is not English,~~ Education Code 8210, as amended by ~~AB 321, provides that within~~SB 141, revises the third priority ~~category, children from such families~~ criteria for part-day CSPP to be based on whether three- and four- year old children who are not enrolled ~~first when there are two or more families with the same income ranking~~in a state funded TK are identified as dual language learners, rather than whether they are from a family in which the primary home language is a language other than English.

~~4.~~ If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child ~~from~~who is identified as a ~~family in which the primary home~~dual language ~~is a language other than English~~learner shall be enrolled first. If there are no children ~~from such a family~~identified as dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.

~~5.~~ 4. The fourth priority shall be given to eligible three-year-old children. This priority shall not include children eligible for enrollment as children with exceptional needs pursuant to Education Code 8208 (a)(1)(E), who are from families with incomes above the income eligibility threshold, as described in Education Code 8213. Enrollment determinations within this priority category shall be made in the same way as for third priority in Item #3 above.

~~6.~~ 5. The fifth priority, after all otherwise eligible children have been enrolled, shall be given to children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority

category, priority shall be given to three- and four-year-old children with exceptional needs interested in enrolling beyond those already enrolled in the 10 percent of funded enrollment set aside pursuant to Education Code 8208, then to four-year old children before three- year-old children without exceptional needs.

~~7.~~ 6. After all otherwise eligible children have been enrolled in the first through fifth priority categories, as described in Items #1-5 above, the district may enroll other children in the following order:

~~a.~~ a. A CSPP program site operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217 may enroll any three- or four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income according to the most recent schedule of income ceiling eligibility table.

~~b.~~ b. Children enrolling in a CSPP program that provides expanded learning and care to TK or kindergarten students, pursuant to Education Code 48000

~~CSBA NOTE: The following paragraph reflects Education Code 8210 as amended by AB 210.~~

Regardless of the priorities listed above, until the district attains the percent of funded enrollment set aside for children with exceptional needs pursuant to Education Code 8208, children with exceptional needs shall be enrolled without regard to the priorities listed above. Within this category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list for the longest time shall be admitted first. (Education Code 8210)

Eligibility and Enrollment Priorities for Full-Day CSPP Programs

CSBA NOTE: The following section reflects the eligibility criteria for full-day CSPP, pursuant to Education Code 8208, as amended by ~~AB 210~~SB 141, and the priority ranking for enrollment, pursuant to Education Code 8211, as amended by ~~AB 210 and AB 185~~SB 141.

A three- or four-year-old child is eligible for a full-day CSPP program if the family meets both of the following requirements: (Education Code 8208)

1. The child's family is one of the following:

   a. A current aid recipient, income eligible, or ~~homeless~~ experiencing homelessness

   b. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited

CSBA NOTE: When a family has multiple children with one who has exceptional needs, only children in the family who are children with exceptional needs may be enrolled under this

eligibility criteria. Any other child in the family without exceptional needs may be enrolled pursuant to other criteria established pursuant to Education Code 8208.

c. One who has children with exceptional needs, as defined in Education Code 8205

~~CSBA NOTE: Education Code 8208, as amended by SB 1047, further expands eligibility for participation in CSPP to families specified in the following paragraph.~~

d. One with a household member who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by CDE

2. The child's family needs the childcare services because of either the following:

a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services; as being or at risk of being neglected, abused, or exploited; or as ~~being homeless~~ experiencing homelessness

b. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

~~CSBA NOTE: The following paragraph reflects Education Code 8208, as amended by AB 185~~

After all eligible three- and four-year-old children have been enrolled as provided above, a full-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

After all families meeting the criteria specified in the paragraphs above have been enrolled, a full-day CSPP program may provide services to three- and four-year-old children in families who do not meet at least one of the criteria in Item #2 above. (Education Code 8208)

After all otherwise eligible children have been enrolled as provided above, a CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217 may enroll any four- year-old child. (Education Code 8208)

CSBA NOTE: Education Code 8211~~, as amended by AB 210 and AB 185,~~ revised and reordered the priority ranking in 2022 for enrollment in full-day CSPP programs. The priority ranking is now

almost identical to the ranking for part-day CSPP programs, as provided in "Enrollment Priorities for Part-Day CSPP Programs" section above.

For full-day CSPP programs, the district shall use the same priority ranking specified in Items #1-~~#~~ 4 of "Enrollment Priorities for Part-Day CSPP Programs" above, and the following: (Education Code 8211)

1. After all otherwise eligible children based on Items #1-4 of "Enrollment Priorities for Part-Day CSPP Programs" have been enrolled, fifth priority shall be given to children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to three- and four-year-old children with an IFSP or IEP, then to four-year old children before three-year-old children without IFSP or IEP.

2. After all otherwise eligible children based on Items #1-4 of "Enrollment Priorities for Part-Day CSPP Programs" and Item #1 above have been enrolled, the district may enroll other children in the following order:

    a. Three- and four-year old children from families who do not meet at least one of the need requirements in Item #2 above. Within this priority, families shall be enrolled in income ranking order, lowest to highest, and within income ranking order, four-year old children before three-year old children

    b. When a CSPP program site operates within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217, three- or four-year-old children whose families reside within the attendance boundary of the school may be enrolled without establishing eligibility or a need for services. Such children shall, to the extent possible, be enrolled by lowest to highest income ranking order.

~~CSBA NOTE: The following paragraph reflects Education Code 8211 as amended by AB 210.~~

Regardless of the priorities listed above, until the district attains the percent of funded enrollment set aside for children with exceptional needs pursuant to Education Code 8208, children with exceptional needs shall be enrolled without regard to the priorities listed above. Within this category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list for the longest time shall be admitted first. (Education Code 8211)

~~CSBA NOTE: Pursuant to Education Code 8208, as amended by AB 210, a determination of eligibility for participation in a full-day CSPP program now lasts for 24 months, as specified in the following paragraph.~~

Upon establishing initial eligibility or ongoing eligibility for a full-day CSPP program, a family shall be considered to meet all eligibility and need requirements for those services for not less than 24 months. Such families shall receive those services for not less than 24 months before having eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 24 months. If the eligibility period ends before the end of a program year, eligibility shall be extended until the end of the program year, provided age-eligibility requirements

are met, as specified in Education Code 8205. However, a family that establishes initial eligibility or ongoing eligibility on the basis of income shall report increases in income that exceed the threshold for ongoing income eligibility, as described in Education Code 8213, and the family's ongoing eligibility for services shall at that time be recertified. In addition, a family may, at any time, voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of the family's eligibility before recertification. (Education Code 8208)

Waiting List

CSBA NOTE: The following section may be revised to reflect district practice. Pursuant to 5 CCR 17744~~, as adopted in Register 2022, No. 26,~~ a district is required to maintain a current waiting list based on enrollment priorities for part-day and full-day preschool programs. The district may satisfy this requirement by participating in a "county child care centralized eligibility list" if one is available. When such centralized eligibility list is not available or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with enrollment priorities.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with applicable enrollment priorities. As vacancies occur, applicant families shall be contacted in order of priority on the waiting list. (5 CCR 17744)

Combined Preschool/Transitional Kindergarten Classroom

CSBA NOTE: Education Code 8207 and 48000 allow districts to place ~~4~~four-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs in the same classroom as long as all of the requirements of each program are met and the district adheres to the requirements listed in the following section. See BP 6170.1 - Transitional Kindergarten for eligibility requirements pertaining to the TK program pursuant to Education Code 48000.

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.

2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.

3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.

4. The classroom shall comply with the adult-child ratio specified in Education Code ~~8264.8.~~ 8241

5. Contractors of the district shall report the services, revenues, and expenditures for children in the ~~preschool program~~CSPP in accordance with 5 C~~C~~R 18068.

6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

Fees and Charges

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

CSBA NOTE: Pursuant to Education Code 8252, as amended by AB ~~210~~116 (Ch. 41, Statutes of 2023), and explained in CDE's Early Education Management Bulletin 23-07, family fees may be assessed but not ~~be~~ collected for families receiving subsidized child care services from CSPP programs administered by CDE ~~for~~from July 1, 2023 to September 30, 2023. Education Code 8252, as amended by AB 116, requires that no family fees be charged or assessed for families whose adjusted monthly family income falls below 75 percent of the ~~2022-2023 school year~~State Median Income, and further caps family fees at one percent of a family's monthly income for all other families. As a result, the FY 2023–24 family fee schedule has been revised accordingly. In addition, family fees accrued but not collected prior to October 1, 2023, may be forgiven, and not collected.

~~However, for the 2022-2023 school year, family~~Family fees ~~shall~~accrued but uncollected prior to October 1, 2023, may be forgiven and not ~~be~~ collected ~~as specified in~~ . (Education Code 8252.)

In addition, no fee shall be charged to an eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8253; 5 CCR 17735)

A family may be exempt from the fees for up to 12 months for any child enrolled in full-day preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused, exploited, or neglected. (Education Code 8253; 5 CCR 17735)

CSBA NOTE: Education Code 8254 authorizes a district offering a CSPP program to charge a fee for field trips and/or to require parents/guardians to provide diapers, but **mandates** that the district adopt policy to include parents/guardians in the decision-making about such fees, as provided below. Pursuant to Education Code 8254, the fees cannot exceed $25 per child in the contract year. The following paragraph may be modified to delete diapers as appropriate for the age of the children served.

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8254)

Disenrollment Based on Reduced Funding

CSBA NOTE: Education Code 8214 specifies the order by which families will be disenrolled from subsidized preschool services when funding levels are reduced.

When necessary to disenroll families from subsidized preschool services, families shall be disenrolled in reverse order of the priority for services specified in Education Code 8210 and 8211 and as described above in the sections "Enrollment Priorities for Part-Day CSPP Programs" and "Eligibility and Enrollment Priorities for Full-Day CSPP Programs." (Education Code 8214; 5 CCR 17744)

Expulsion/Unenrollment and Suspension Based on Behavior

CSBA NOTE: ~~AB 2806 (Ch. 915, Statutes of 2022), repealed~~CDE's Early Education ~~Code 8222 and added Education Code 8489-8489.1. Education Code 8489.1, as added, recasts provisions relating~~Division Management Bulletin 23-08 provides guidance to ~~expulsion or unenrollment of children from a~~ CSPP ~~program and establishes new~~contractors regarding requirements for ~~the use of suspensions~~suspension and updated requirements for expelling or unenrolling a child from a program due to a child's behavior, in ~~such programs.~~accordance with Education Code 8489.1.

Suspension means any removal of a child from all or part of the program day, or the prevention of a child from attending the program for one or more days, in response to the child's behavior.

Removing the child from the program means moving a child to an isolated or separate room. Programs may remove children from specific situations to allow the child to calm down or regain composure, such as taking the child for a walk or accompanying the child to an outdoor environment. However, the child must return to the classroom as soon as the child has calmed down and may not be removed for longer than 30 minutes.

Expulsion means the permanent dismissal of a child from a program in response to a child's behavior.

Persistent and serious behaviors means either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance, including, but not limited to, physical aggression, property destruction, and self-injury.

A district preschool program shall not expel or unenroll a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8489.1)

1. In writing, inform the parents/guardians of the child's persistent and serious ~~challenging~~ behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program

2. If the child has an IFSP or IEP, contact, with written parent/guardian consent, the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child

3. If appropriate, consider completing a comprehensive screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, and implementing behavior supports within the program

If the district has taken the actions specified in Items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. The district shall, to the greatest extent possible, support direct transition to a more appropriate placement. The district may then unenroll the child. The district shall have up to 180 days to complete the actions described above. (Education Code 8489.1)

CSBA NOTE: Pursuant to Education Code 8489.1~~, as added by AB 2806~~, a child enrolled in a CSPP program may only be suspended as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be eliminated or reduced without removal of the child. To suspend a child, the district must comply with specified requirements, including, collaborating with the child's parents/guardians before determining that suspension is necessary and using appropriate community resources to determine that no other reasonable option is appropriate.

A child shall not be suspended from a CSPP program, nor shall a child's parent/guardian be encouraged or persuaded to prematurely pick up a child before the program day ends, except as a last resort in extraordinary circumstances, when a safety threat exists that cannot be eliminated or reduced without the removal of the child.

Before determining that a suspension is necessary, the district shall collaborate with the child's parents/guardians and, as needed, shall use appropriate community resources to determine that no other reasonable option is appropriate.

When suspension is deemed necessary, the district shall help the child return to full participation in the program as soon as possible while ensuring safety, by doing the following:

1. Continuing to engage with the child's parents/guardians and continuing to use appropriate community resources

2. Developing a written plan to document the action and supports needed

3. Providing referrals to appropriate community resources

4. If the child has an IFSP or IEP, contacting, with written parent/guardian consent, the agency responsible for the child's IFSP or IEP, to seek consultation on servicing the child

Upon enrollment, the parents/guardians of each child shall be notified, in writing, of the limitations on expulsion, suspension, or any form of disenrollment and how the parents/guardians may file an appeal to CDE in the event of expulsion or suspension. If the district suspends or expels a child from any CSPP program, the district shall, at least 24 hours before the effective date of the suspension or expulsion, issue the child's parents/guardians a written "Notice of Action, Recipient of Services," as described in 5 CCR 17783, informing the parents/guardians of the right to file an appeal of the action directly with CDE no later than 14 calendar days after receiving the notice.

CSBA NOTE: A joint statement by the U.S. Department of Education and U.S. Department of Health and Human Services, "Policy Statement on Expulsion and Suspension Policies in Early Childhood

Settings," clarifies that preschool children with exceptional needs who are eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482) are entitled to the same disciplinary protections that apply to all other IDEA-eligible students with disabilities, may not be subjected to impermissible disciplinary changes of placement for misconduct that is caused by or related to their disability, and must continue to receive educational services consistent with their right to a free appropriate public education. The statement indicates the need for the child's individualized education program (IEP) team to consider the use of positive behavioral interventions and supports when developing or modifying the IEP to reduce the need for discipline of a child with disabilities and avoid suspension or expulsion from a preschool program.

Children with exceptional needs may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

Notice of Action

CSBA NOTE: Pursuant to 5 CCR 17757~~, as adopted in Register 2022, No. 26~~, a parent/guardian must submit an application for services which contains specified information and documentation. The application form is available on CDE's ~~web site~~website. Upon receiving an application, a person designated by the district must certify the family's or child's eligibility.

Upon receiving a parent/guardian's application for services, the Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

CSBA NOTE: Pursuant to 5 CCR 17782~~, as adopted in Register 2022, No. 26,~~ the district is required to provide written notification to parents/guardians as to whether their application for subsidized services has been approved or denied. For this purpose, the district should use the Notice of Action form available on CDE's ~~web site~~website. If the services are denied, the parent/guardian may appeal the decision in accordance with 5 CCR 17784-17785, ~~as adopted in Register 2022, No. 26~~; see section "Parent Hearing" below.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 17782)

CSBA NOTE: 5 CCR 17783~~, as adopted in Register 2022, No. 26,~~ requires the district to notify a parent/guardian of any change in services or fees as described below. For such notification, the district should use the Notice of Action form available on CDE's ~~web site~~website. Parents/guardians may appeal such actions pursuant to 5 CCR 17784; see section "Parent Hearing" below.

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 17783)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified

2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing

3. An indication by the parent/guardian that the parent/guardian no longer wants the service

4. The death of a parent/guardian or child

5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 17758)

Parent Hearing

CSBA NOTE: 5 CCR 17784-17786~~, as adopted in Register 2022, No. 26,~~ require districts to provide due process to parents/guardians who disagree with certain district actions, such as when services are denied, there is a change in services or fees, or their child is disenrolled.

If a parent/guardian disagrees with any district action to deny the child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 17784)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 17784 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to CDE. (5 CCR 17785-17786)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
22 CCR 101151-101191	Licensing and application procedures
22 CCR 101151-101239.2	General requirements; licensed child care
centers 22 CCR 101212-101231	Continuing requirements

22 CCR 101237-101239.2	Facilities and equipment
5 CCR 14001-14036	School housing
5 CCR 17700-17833	California State Preschool Program
5 CCR 17701-17711	General Program Requirements
5 CCR 17746-17748	Enrollment priorities
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4690-4694	Complaints regarding health and safety issues in license- exempt preschool programs
5 CCR 80067	Professional Clear Early Childhood Education Specialist Instruction Credential
5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program
Ed. Code 44065	Issuance of and functions requiring credentials
Ed. Code 44256	Authorization for teaching credentials
Ed. Code 48000-48003	~~Transitional kindergarten~~Kindergartens
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60910	Data for students enrolled in California State Preschool Program
Ed. Code 69617	Golden State Teacher Grant Program
Ed. Code 8200-8340	California State Preschool Program
~~Ed. Code 8203.5~~	~~Contracts to provide preschool services~~
~~Ed. Code 8205~~	~~Definitions~~
~~Ed. Code 8207~~	~~California State Preschool Program administration~~
~~Ed. Code 8208~~	~~Eligibility of three- or four-year-old child for state preschool program~~
~~Ed. Code 8209~~	~~Physical examination and immunizations~~
~~Ed. Code 8210~~	~~Priority for part-day programs~~
~~Ed. Code 8211~~	~~Priority for full-day programs~~
~~Ed. Code 8212~~	~~Complaints related to preschool health and safety issues~~
~~Ed. Code 8213~~	~~Income eligible; definition~~

~~Ed. Code 8214~~	~~Order of disenrollment~~
~~Ed. Code 8217~~	~~Enrollment of three- and four-year-old children in state preschool programs~~
~~Ed. Code 8220-8221~~	~~Family literacy services~~
~~Ed. Code 8241~~	~~Staffing ratios for center-based program~~
~~Ed. Code 8252-8254~~	~~Early childhood education family fees~~
~~Ed. Code 8298~~	~~Program director qualifications~~
~~Ed. Code 8322~~	~~California Prekindergarten Planning and Implementation~~ Grant Program
Ed. Code 8489-8489.1	Expulsion and ~~Suspension Procedures~~suspension
procedures H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 1596.70-1596.895	California Child Day Care
Act H&S Code 1596.90-1597.21	Day care centers
W&I Code 10207-10215	General provisions
W&I Code 10207-10492.2	Child Care and Development Services
Act W&I Code 10217-10224.5	Resource and referral programs
W&I Code 10225-10234	Alternative payment programs
W&I Code 10235-10238	Migrant child care and development
programs W&I Code 10240-10243	General child care and development
programs W&I Code 10250-10252	Family child care home education networks
W&I Code 10260-10263	Child care and development services for children with special needs
W&I Code 10480-10487	Local planning councils

Federal	**Description**
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6311-6322	Title I, relative to preschool
20 USC 6391-6399	Education of migratory children
42 USC 9831-9852c	Head Start programs
42 USC 9857-9858r	Child Care and Development Block Grant
45 CFR 1301.1-1305.2	Head Start

Management Resources	**Description**
California Department of Education Publication	Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23-

	08, September 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2308.asp)
~~California Department of Education Publication~~ California Department of Education Publication	~~Prekindergarten Learning Development Guidelines, 2000~~
California Department of Education Publication	Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24, Early Education Division Management Bulletin 23- 07, September 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2307.asp)
California Department of Education Publication	Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2305.asp)
~~California Department of Education Publication~~ California Department of Education Publication	California State Preschool Program and Children with Disabilities (Exceptional Needs), Early Education Division Management Bulletin 23-02, February 2023 (https://www.cde.ca.gov/sp/cd/ci/mb2302.asp)
California Department of Education Publication	~~Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010~~
California Department of Education Publication	Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009 (https://www.cde.ca.gov/sp/cd/re/documents/psenglearnerse d2.pdf)
	First Class: A Guide for Early Primary Education, 1999 (https://www.cde.ca.gov/sp/cd/re/documents/firstclass.pdf)
	California Preschool Learning Foundations (https://www.cde.ca.gov/sp/cd/re/psfoundations.asp)
~~CSBA Publication~~	~~What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016~~
Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 (https://www.ctc.ca.gov/docs/default-

source/commission/coded/2023/coded-23-	02.pdf?sfvrsn=973026b1_9)
CSBA Publication	The Preschool Landscape in California and Strategies for Expansion, January 2020
CSBA Publication	The Importance of Early Childhood Education Programs, September 2019 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201909CSBA_Governance-Brief_Early-

	Education.ashx?la=en&rev=8b0259f73a574f62aae4e8b047d b4eed)
~~U.S. Department of Education~~ ~~Publication~~ U.S. Department of Education Publication	~~Good Start, Grow Smart, April~~ ~~2002~~ Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016 (https://oese.ed.gov/files/2020/07/policy-statement-ece-expulsions-suspensions.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	National Institute for Early Education Research
Website	California Head Start Association
Website	California Preschool Instructional Network
Website	Child Development Policy Institute
Website	California Association for the Education of Young Children
Website	First 5 California
Website	California Department of Social Services
Website	California County Superintendents Educational Services Association
Website	Cities Counties and Schools Partnership
Website	California Commission on Teacher Credentialing (https://www.ctc.ca.gov/)
Website	California Office of Administrative Law (https://oal.ca.gov/)
Website	CSBA
Website	U.S. Department of Education
Website	California Department of Education
Website	California Department of Education, Universal PreKindergarten, California's Great Start (https://express.adobe.com/page/OZrg3IsP1GE8b/)

Cross References

Code	Description
0415	Equity
0470	COVID-19 Mitigation Plan

0500	Accountability
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1330	Use Of School Facilities
1330	Use Of School Facilities
1330-E(1)	Use Of School Facilities
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3523	Electronic Signatures
3523	Electronic Signatures
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3580	District Records
3580	District Records
4112	Appointment And Conditions Of Employment
4112.2	Certification
4112.4	Health Examinations
4112.5	Criminal Record Check

4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
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4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4331	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5030	Student Wellness
5111	Admission
5111	Admission
5125	Student Records
5125	Student Records
5141.23	Asthma Management
5141.23	Asthma Management
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process

5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6011	Academic Standards
6020	Parent Involvement
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6159	Individualized Education Program
6159	Individualized Education Program
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6174	Education For English Learners
6174	Education For English Learners
6175	Migrant Education Program
6175	Migrant Education Program
6200	Adult Education
6200	Adult Education

7110	Facilities Master Plan
7210	Facilities Financing

Regulation 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: 06/13/2019 **| Last Revised Date:** 03/09/2023 **| Last Reviewed Date:** 03/09/2023

Children with exceptional needs means either of the following:

1. Children under three years of age who have been determined to be eligible for early intervention services pursuant to the California Early Intervention Services Act (Government Code 95000-95029.5) and its implementing regulations. These children include an infant or toddler with a developmental delay or established risk condition, or who is at high risk of having a substantial developmental disability, as defined in Government Code 95014. These children shall have active individualized family service plans (IFSP) and shall be receiving early intervention services.

2. Children 3 to 21 years of age, inclusive, who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Education Code 56000-56865, and who meet eligibility criteria described in Education Code 56026 and 56333-56338 and 5 CCR 3030-3031. These children shall have an active individualized education program (IEP) and shall be receiving early intervention services or appropriate special education.

Dual language learner children means children whose first language is a language other than English or children who are developing two or more languages, one of which may be English.

Three-year-old children means children who will have their third birthday on or before December 1 of the fiscal year in which they are enrolled in a program approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP). Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a CSPP program on or after their third birthday. (Education Code 8205)

Four-year-old children means children who will have their fourth birthday on or before December 1 of the fiscal year in which they are enrolled in a CSPP program, or a child whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent or guardian has opted to retain or enroll them in a CSPP program. (Education Code 8205)

When approved by CDE under the CSPP, the district may operate one or more part- or full-day preschool programs in accordance with law and the terms of its contract with CDE.

The district's CSPP program shall include all of the following: (Education Code 8207)

1. Age and developmentally appropriate activities for children

2. Supervision

3. Parenting education and parent engagement

4. Social services that include, but are not limited to, identification of child and family needs and referral to appropriate agencies

5. Health services

6. Nutrition

7. Training and career ladder opportunities, documentation of which shall be provided to CDE

8. Physical activity to support children's health

The district's preschool program shall satisfy all the requirements described in 5 CCR 17701-17711, including, but not limited to, those related to the program philosophy, goals, and objectives, the educational program, the creation of a developmental profile for each child, staff development, family engagement and strengthening, community involvement, health and social services, nutrition, and program evaluation.

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours, and up to three hours and 59 minutes, per day, excluding time for home-to-school transportation, and for at least 175 days per year unless otherwise specified in the contract with CDE. (Education Code 8207; 5 CCR 17727)

However, a part-day preschool program may also offer transitional kindergarten (TK) or kindergarten children whose families meet the requirements of Education Code 8208 less than four hours of wraparound childcare services and a part-day preschool program operating on a school site may be allowed flexibility in the operational hours. (Education Code 48000)

The district's full-day program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation, and for the number of operational hours reasonably necessary to meet the preschool needs of the families in the community. (Education Code 8207; 5 CCR 17728)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. (Education Code 8241, 5 CCR 17713-17716)

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

The district may require any volunteer who is to provide care and supervision to district preschool children to provide evidence that the volunteer is free of infectious tuberculosis.

Family Literacy Services

When any district part-day preschool program receives funding for family literacy services pursuant to Education Code 8221, the Superintendent or designee shall coordinate the provision of: (Education Code 8220)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development

2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:

    a. Providing support for the educational growth and success of their children

    b. Improving parent-school communications and parental understanding of school structures and expectations

    c. Becoming active partners with teachers in the education of their children

    d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral

3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve academic skills of parents/guardians

4. Staff development for teachers in participating classrooms that includes, but is not limited to:

    a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies

    b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms

    c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities

    d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

Eligibility Criteria for Part-Day CSPP Programs

A three- or four-year-old child is eligible for a part-day CSPP program if the child's family is one of the following: (Education Code 8208)

1. A current aid recipient
2. Income eligible
3. Homeless
4. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited
5. One who has children with exceptional needs, as defined in Education Code 8205
6. One with a household member who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by CDE

After all eligible three- and four-year-old children have been enrolled as provided above, a part-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

In addition, after all otherwise eligible children have been enrolled as provided in the paragraphs above, a part-day CSPP program may provide services to three- and four-year-old children in families whose income is above the income eligibility threshold if those children are children with exceptional needs. Such children with exceptional needs shall not count towards the 10-percent limit on enrollment of families with income above the income eligibility threshold described above. (Education Code 8208)

A CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price lunch may enroll three- and four-year-old children after all otherwise eligible children have been enrolled as provided in the paragraphs above. (Education Code 8208 and 8217)

The district shall certify eligibility and enroll families into the part-day preschool program within 120 calendar days prior to the first day of the beginning of the new preschool year. Subsequent to a child's enrollment, the child shall be deemed eligible for the part-day CSPP program for the remainder of the program year and for the following program year, provided applicable age-eligibility requirements are met, as specified in Education Code 8205 and 48000. (Education Code 8208)

Enrollment Priorities for Part-Day CSPP Programs

The district shall give priority for part-day CSPP programs as follows: (Education Code 8210)

1. The first priority for services shall be given to three- or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency. If the district is unable to enroll a child in this first priority category, the district shall refer the child's parent/guardian to local resources and referral services so that services for the child can be located.

2. When the number of three- or four-year old children with exceptional needs required to be enrolled pursuant to Education Code 8208 have been enrolled and there are additional children with exceptional needs who are interested in enrolling, the second priority for services shall be given to all three- and four-year old children with exceptional needs from families with incomes below the income eligibility threshold, as described in Education Code 8213. Within this priority category, children with exceptional needs from families with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the Superintendent of Public Instruction (SPI) at the time of enrollment, shall be enrolled first.

3. The third priority shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten (TK) program. This priority shall not include children eligible for enrollment as children with exceptional needs pursuant to Education Code 8208 (a)(1)(E), who are from families with incomes above the income eligibility threshold, as described in Education Code 8213. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first.

   If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child from a family in which the primary home language is a language other than English shall be enrolled first. If there are no children from such a family, the child that has been on the waiting list for the longest time shall be admitted first.

4. The fourth priority shall be given to eligible three-year-old children. This priority shall not include children eligible for enrollment as children with exceptional needs pursuant to Education Code 8208 (a)(1)(E), who are from families with incomes above the income eligibility threshold, as described in Education Code 8213. Enrollment determinations within this priority category shall be made in the same way as for third priority in Item #3 above.

5. The fifth priority, after all otherwise eligible children have been enrolled, shall be given to children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to three- and four-year-old children with exceptional needs interested in enrolling beyond those already enrolled in the 10 percent of funded enrollment set aside pursuant to Education Code 8208, then to four-year old children before three-year-old children without exceptional needs.

6. After all otherwise eligible children have been enrolled in the first through fifth priority categories, as described in Items #1-5 above, the district may enroll other children in the following order:

   a. A CSPP program site operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217 may enroll any three- or four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income according to the most recent schedule of income ceiling eligibility table.

   b. Children enrolling in a CSPP program that provides expanded learning and care to TK or kindergarten students, pursuant to Education Code 48000

Regardless of the priorities listed above, until the district attains the percent of funded enrollment set aside for children with exceptional needs pursuant to Education Code 8208, children with exceptional needs shall be enrolled without regard to the priorities listed above. Within this category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list for the longest time shall be admitted first. (Education Code 8210)

Eligibility and Enrollment Priorities for Full-Day CSPP Programs

A three- or four-year-old child is eligible for a full-day CSPP program if the family meets both of the following requirements: (Education Code 8208)

1. The child's family is one of the following:

    a. A current aid recipient, income eligible, or homeless

    b. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited

    c. One who has children with exceptional needs, as defined in Education Code 8205

    d. One with a household member who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by CDE

2. The child's family needs the childcare services because of either the following:

    a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services; as being or at risk of being neglected, abused, or exploited; or as being homeless

    b. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

After all eligible three- and four-year-old children have been enrolled as provided above, a full-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

After all families meeting the criteria specified in the paragraphs above have been enrolled, a full-day CSPP program may provide services to three- and four-year-old children in families who do not meet at least one of the criteria in Item #2 above. (Education Code 8208)

After all otherwise eligible children have been enrolled as provided above, a CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217 may enroll any four-year-old child. (Education Code 8208)

For full-day CSPP programs, the district shall use the same priority ranking specified in Items #1-#4 of "Enrollment Priorities for Part-Day CSPP Programs" above, and the following: (Education Code 8211)

1. After all otherwise eligible children based on Items 1-4 of "Enrollment Priorities for Part-Day CSPP Programs" have been enrolled, fifth priority shall be given to children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to three- and four-year-old children with an IFSP or IEP, then to four-year old children before three-year-old children without IFSP or IEP.

2. After all otherwise eligible children based on Items 1-4 of "Enrollment Priorities for Part-Day CSPP Programs" and Item #1 above have been enrolled, the district may enroll other children in the following order:

    a. Three- and four-year old children from families who do not meet at least one of the need requirements in Item #2 above. Within this priority, families shall be enrolled in income ranking order, lowest to highest, and within income ranking order, four-year old children before three-year old children

b. When a CSPP program site operates within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced-price meals as described in Education Code 8217, three- or four-year-old children whose families reside within the attendance boundary of the school may be enrolled without establishing eligibility or a need for services. Such children shall, to the extent possible, be enrolled by lowest to highest income ranking order.

Regardless of the priorities listed above, until the district attains the percent of funded enrollment set aside for children with exceptional needs pursuant to Education Code 8208, children with exceptional needs shall be enrolled without regard to the priorities listed above. Within this category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the SPI at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list for the longest time shall be admitted first. (Education Code 8211)

Upon establishing initial eligibility or ongoing eligibility for a full-day CSPP program, a family shall be considered to meet all eligibility and need requirements for those services for not less than 24 months. Such families shall receive those services for not less than 24 months before having eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 24 months. If the eligibility period ends before the end of a program year, eligibility shall be extended until the end of the program year, provided age-eligibility requirements are met, as specified in Education Code 8205. However, a family that establishes initial eligibility or ongoing eligibility on the basis of income shall report increases in income that exceed the threshold for ongoing income eligibility, as described in Education Code 8213, and the family's ongoing eligibility for services shall at that time be recertified. In addition, a family may, at any time, voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of the family's eligibility before recertification. (Education Code 8208)

Waiting List

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with applicable enrollment priorities. As vacancies occur, applicant families shall be contacted in order of priority on the waiting list. (5 CCR 17744)

Combined Preschool/Transitional Kindergarten Classroom

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.

2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.

3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.

4. The classroom shall comply with the adult-child ratio specified in Education Code 8264.8.

5. Contractors of the district shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.

6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

Fees and Charges

Fees for participation in the district's full-day CSPP program shall be assessed and collected in accordance with the

fee schedule established by the SPI in conjunction with the California Department of Social Services. (Education Code 8252)

However, for the 2022-2023 school year, family fees shall not be collected as specified in Education Code 8252.

In addition, no fee shall be charged to an eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8253; 5 CCR 17735)

A family may be exempt from the fees for up to 12 months for any child enrolled in full-day preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8253)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8254)

Disenrollment Based on Reduced Funding

When necessary to disenroll families from subsidized preschool services, families shall be disenrolled in reverse order of the priority for services specified in Education Code 8210 and 8211 and as described above in the sections "Enrollment Priorities for Part-Day CSPP Programs" and "Eligibility and Enrollment Priorities for Full-Day CSPP Programs." (Education Code 8214; 5 CCR 17744)

Expulsion/Unenrollment and Suspension Based on Behavior

A district preschool program shall not expel or unenroll a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8489.1)

1. In writing, inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program

2. If the child has an IFSP or IEP, contact, with written parent/guardian consent, the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child

3. If appropriate, consider completing a comprehensive screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, and implementing behavior supports within the program

If the district has taken the actions specified in Items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. The district shall, to the greatest extent possible, support direct transition to a more appropriate placement. The district may then unenroll the child. The district shall have up to 180 days to complete the actions described above. (Education Code 8489.1)

A child shall not be suspended from a CSPP program, nor shall a child's parent/guardian be encouraged or persuaded to prematurely pick up a child before the program day ends, except as a last resort in extraordinary circumstances, when a safety threat exists that cannot be eliminated or reduced without the removal of the child.

Before determining that a suspension is necessary, the district shall collaborate with the child's parents/guardians and, as needed, shall use appropriate community resources to determine that no other reasonable option is appropriate.

When suspension is deemed necessary, the district shall help the child return to full participation in the program as

soon as possible while ensuring safety, by doing the following:

1. Continuing to engage with the child's parents/guardians and continuing to use appropriate community resources

2. Developing a written plan to document the action and supports needed

3. Providing referrals to appropriate community resources

4. If the child has an IFSP or IEP, contacting, with written parent/guardian consent, the agency responsible for the child's IFSP or IEP, to seek consultation on servicing the child

Upon enrollment, the parents/guardians of each child shall be notified, in writing, of the limitations on expulsion, suspension, or any form of disenrollment and how the parents/guardians may file an appeal to CDE in the event of expulsion or suspension. If the district suspends or expels a child from any CSPP program, the district shall, at least 24 hours before the effective date of the suspension or expulsion, issue the child's parents/guardians a written "Notice of Action, Recipient of Services," as described in 5 CCR 17783, informing the parents/guardians of the right to file an appeal of the action directly with CDE no later than 14 calendar days after receiving the notice.

Children with exceptional needs may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

Notice of Action

Upon receiving a parent/guardian's application for services, the Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 17782)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 17783)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified

2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing

3. An indication by the parent/guardian that the parent/guardian no longer wants the service

4. The death of a parent/guardian or child

5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 17758)

Parent Hearing

If a parent/guardian disagrees with any district action to deny the child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 17784)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 17784 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to CDE. (5 CCR 17785-17786)

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

State References	Description
22 CCR 101151-101191	Licensing and application procedures
22 CCR 101151-101239.2	General requirements; licensed child care centers - https://simbli.eboardsolutions.com/SU/25Fl2slsh36wTFm0vX8xZRbZg==
22 CCR 101212-101231	Continuing requirements - https://simbli.eboardsolutions.com/SU/H5IA5aJVFlBKHey0QgRA4A==
22 CCR 101237-101239.2	Facilities and equipment - https://simbli.eboardsolutions.com/SU/tHhaU35adyWpiEslshHV75I9Q==
5 CCR 14001-14036	School housing
5 CCR 17700-17833	California State Preschool Program
5 CCR 17701-17711	General Program Requirements
5 CCR 17746-17748	Enrollment priorities
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 80067	Professional Clear Early Childhood Education Specialist Instruction Credential
5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program - https://simbli.eboardsolutions.com/SU/Gn8XwtQ4eocS2d4ezga0Hw==
Ed. Code 44065	Issuance of and functions requiring credentials - https://simbli.eboardsolutions.com/SU/yZ6yf07NPBGtJIGuMTr2AQ==
Ed. Code 44256	Authorization for teaching credentials - https://simbli.eboardsolutions.com/SU/euqk9VYEyaRwEvPeeyK32g==
Ed. Code 48000-48003	Kindergartens - https://simbli.eboardsolutions.com/SU/v8PZQjUGDjhs53slshXA3vGag==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 60910	Data for students enrolled in California State Preschool Program - https://simbli.eboardsolutions.com/SU/Yc8gdU6QslshA38V0jyO36FWQ==
Ed. Code 69617	Golden State Teacher Grant Program - https://simbli.eboardsolutions.com/SU/sKLoaICP5isYVHKRI4YExw==

Ed. Code 8200-8340	California State Preschool Program - https://simbli.eboardsolutions.com/SU/WailxWdWXPyHcdWpmOa61w==
Ed. Code 8489-8489.1	Expulsion and suspension procedures - https://simbli.eboardsolutions.com/SU/8cZkslshDcs4Ssq42BViYx9bQ==
H&S Code 120325-120380	Immunization against communicable diseases - https://simbli.eboardsolutions.com/SU/FGujqoVrBdIqjKhKt3z3jA==
H&S Code 1596.70-1596.895	California Child Day Care Act - https://simbli.eboardsolutions.com/SU/usTRRCfKRLvslshtM1mVsbuLw==
H&S Code 1596.90-1597.21	Day care centers - https://simbli.eboardsolutions.com/SU/Am0YSBwJEPhbBIac0rUUfA==
W&I Code 10207-10215	General provisions - https://simbli.eboardsolutions.com/SU/5kmOH7nmdFsSzvZkVx4cuA==
W&I Code 10207-10492.2	Child Care and Development Services Act - https://simbli.eboardsolutions.com/SU/FpOYlktHodCto95FpfBu0w==
W&I Code 10217-10224.5	Resource and referral programs - https://simbli.eboardsolutions.com/SU/Jm7vmqDzEKG7gnoIDGpW8g==
W&I Code 10225-10234	Alternative payment programs - https://simbli.eboardsolutions.com/SU/ps4kJDjYapxvi4pRoIcifw==
W&I Code 10235-10238	Migrant child care and development programs - https://simbli.eboardsolutions.com/SU/gqSXzkImKCrnqexZPqplusyHQ==
W&I Code 10240-10243	General child care and development programs - https://simbli.eboardsolutions.com/SU/noyvMzQggmGu3wbj8z3gvw==
W&I Code 10250-10252	Family child care home education networks - https://simbli.eboardsolutions.com/SU/Nj5pHgY0XqstPO11fUTRVw==
W&I Code 10260-10263	Child care and development services for children with special needs - https://simbli.eboardsolutions.com/SU/SQlOXnmt0izfPmFplusppa80Q==
W&I Code 10480-10487	Local planning councils - https://simbli.eboardsolutions.com/SU/dilNf8qeXOtjyXEfSb3Ohg==

Federal References	**Description**
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6311-6322	Title I, relative to preschool
20 USC 6391-6399	Education of migratory children
42 USC 9831-9852c	Head Start programs
42 USC 9857-9858r	Child Care and Development Block Grant
45 CFR 1301.1-1305.2	Head Start

Management Resources References	**Description**
CA Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 - https://simbli.eboardsolutions.com/SU/kBXm9wPhzky0zpPfteuBfQ==
California Department of Education Publication	California State Preschool Program and Children with Disabilities (Exceptional Needs), Early Education Division Management Bulletin 23-02, February 2023 - https://simbli.eboardsolutions.com/SU/OrlUUG3CWxOghHqE6caSSg==
California Department of Education Publication	Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023 - https://simbli.eboardsolutions.com/SU/WURrvfOLzLESjWQRf3PJZw==
California Department of Education Publication	Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24, Early Education Division Management Bulletin 23-07, September 2023 - https://simbli.eboardsolutions.com/SU/xc7wHFfslshLrf5azCHNslshHlOQ==

California Department of Education Publication	Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23-08, September 2023 - https://simbli.eboardsolutions.com/SU/IZNX5slshYm4K5WX8y6FtRi7g==
California Department of Education Publication	Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009 - https://simbli.eboardsolutions.com/SU/vKQiZONpbJlslsh9p5ub7Jjvg==
California Department of Education Publication	California Preschool Learning Foundations - https://simbli.eboardsolutions.com/SU/FVbs2pluspsLxQSOLdBNKPqEA==
California Department of Education Publication	First Class: A Guide for Early Primary Education, 1999 - https://simbli.eboardsolutions.com/SU/eYmpr7DNx9bEFaHSdqRRjA==
CSBA Publication	The Importance of Early Childhood Education Programs, September 2019 - https://simbli.eboardsolutions.com/SU/IQgjNJGwT3xHyXYXNTBcPQ==
CSBA Publication	The Preschool Landscape in California and Strategies for Expansion, January 2020
U.S. Department of Education Publication	Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016 - https://simbli.eboardsolutions.com/SU/PNnslshVnkzOq0sFp8mP3X61w==
Website	California Department of Education, Universal PreKindergarten, California's Great Start - https://simbli.eboardsolutions.com/SU/jPPg0oYQplus48cDnjJEZlWOA==
Website	California Office of Administrative Law - https://simbli.eboardsolutions.com/SU/RnyBM7nM4Vf4qxslshOTuQSbg==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/8dKABfP8KgqMplus2tMzeNqdQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/Eg0pluss7NDrgK1KmPo9MgqplusA==
Website	National Institute for Early Education Research - https://simbli.eboardsolutions.com/SU/pplusslshPZjf4uPW5p0kSwjUDslshg==
Website	California Head Start Association - https://simbli.eboardsolutions.com/SU/cEC8h6islsh8MaZGvA9AXzE7A==
Website	California Preschool Instructional Network - https://simbli.eboardsolutions.com/SU/N3QGi0WWttDd0nJwtrINew==
Website	Child Development Policy Institute - https://simbli.eboardsolutions.com/SU/JcRQgQP6XSt92dn6KuXCHw==
Website	California Association for the Education of Young Children - https://simbli.eboardsolutions.com/SU/r0qvYzEWUcRnpQGzFMfChw==
Website	First 5 California - https://simbli.eboardsolutions.com/SU/sEYslsh3n3gnmyslsh1pLxXzislshrQ==
Website	California Department of Social Services - https://simbli.eboardsolutions.com/SU/TFlWOAAhRHb4PYNSjlzKlQ==
Website	Cities Counties and Schools Partnership - https://simbli.eboardsolutions.com/SU/vkMU6AgLdg2x1CfasX4n3w==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	**Description**

0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/AEEKECijKNmVMzEslshyCbIkw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/78ekWcFPdeJYByBG2hc7tw==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/UwFT8RSOfwA2XaplusiMANFQg==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/Q9uum7Qie1RKlnyyMCvRYA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/zP9eNCslshlhcPcKReyWt0R0w==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/NdfFmK3KRDWa7ZhbLQia8g==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WkUrNM2FzVVkLqFLyxiZng==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/4jRHUfaUfv4zxjwR1ydrpA==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
3523	Electronic Signatures - https://simbli.eboardsolutions.com/SU/sAeF3TfQsETIooMGolkifw==
3523	Electronic Signatures - https://simbli.eboardsolutions.com/SU/ouLslshn4GYb3pPOKN0kchMPg==
3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/7N9bBLdH2rplusLh3dBRI3O1g==

3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
3580	District Records - https://simbli.eboardsolutions.com/SU/slGJYA28YslshNTQCMslshGcplusm0g==
3580	District Records - https://simbli.eboardsolutions.com/SU/BEy9zuPlfTW5TQjPpTt55Q==
4112	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/h2UUcLqR6nWn8M9XHIk1FQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/VHv28XDwUWTDmgNmplusYhAUA==
4112.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/IDaVyYyEsX2uuayPhodYCw==
4112.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/RwoubYUMsslsh7slshAUvWrC2HpQ==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUlClLEpQ3N9wg0E4Bg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/j5KgsEwkbz0zSguAkgsplusOA==
4212.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/K2kSL91OyCcPJiCAGQlplusMw==
4212.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/elWezLExrodwsXFsrcssdw==
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4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/52emsslshp67h2WsdOEvrslshMFw==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/R8I3V22slshv8L1TDQ3ILl3wg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4312.4	Health Examinations - https://simbli.eboardsolutions.com/SU/n2s4CeoDPdaplusBzy0QkOCSw==
4312.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/hslshQwvW7ctM8plus871gvslshe29A==
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4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshWYDlkeWFYgAPyDeQIHP1g==

5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/R3U5JpeaoplusoVTWmp6aTfsw==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5111	Admission - https://simbli.eboardsolutions.com/SU/GUaeicU7jgrM5znpNYGjqQ==
5111	Admission - https://simbli.eboardsolutions.com/SU/xQb0iX5ZndNOtMmjybpA0A==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5141.26	Tuberculosis Testing - https://simbli.eboardsolutions.com/SU/2I6VGcQ4GcfNVkCB4PkdWQ==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/jgOyR5ZG6oxquyYQgJUHxw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/1KEcWg3tdaMSHap3A6rQlA==
5141.32	Health Screening For School Entry - https://simbli.eboardsolutions.com/SU/nXFGAIcdg5TseX0vSC3nyw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/2T1mTLq74Hq2gHTob4plusDOw==
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5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
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5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/djdpluss5B8sXY5DFplusXDAoRUQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/8SJpluspF9Y2kDccXplusdIIw0yw==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==

6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/Wa6ZJZ7BgrmYeDmvxY9Pplusg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pLPKyuXkTjHUVX0bMg6g1w==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/OwILob6A8qpWdbKgYa2a9Q==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/jRAItuzGTRslshtUwEvzm7B6Q==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/TuslshPMGHi6O2DoJzSkkL5uw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/5plussi8eIBplusplusRvrBTViayIlA==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==
7210	Facilities Financing - https://simbli.eboardsolutions.com/SU/u7P3SQroAxus9PotBZiwyQ==

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little,
Assistant Superintendent of
Educational Leadership and
Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: FIRST READING AND ADOPTION OF REVISED BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND EXHIBITS - 6000 SERIES

BACKGROUND INFORMATION:
The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting.

Governing Boards are responsible for the development and compliance of its board policies. They are responsible for adopting and revising policies in keeping with new laws and legislation that impact specific policies and administrative regulations.

Below is the list of revised Board Policies, Administrative Regulations and Exhibits - 6000 series:

- Board Policy/Administrative 6143 - Courses of Study
- Board Policy/Administrative Regulation/Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials
- Board Policy 6161.11- Supplementary Instructional Materials, Board Policy 6163.1 - Library Media Centers
- Board Policy/Administrative Regulation 6142.8 - Comprehensive Health Education
- Board Policy 6170.1 - Transitional Kindergarten
- Administrative Regulation 6173.3 - Education for Juvenile Court School Students.

RECOMMENDATION:
Approve the First Reading and Adoption of Revised Board Policies, Administrative Regulations and Exhibits - 6000 series: Board Policy/Administrative 6143 - Courses of Study, Board Policy/Administrative Regulation/Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials, Board Policy 6161.11- Supplementary Instructional Materials, Board Policy 6163.1 - Library Media Centers, Board Policy/Administrative Regulation 6142.8 - Comprehensive Health Education, Board Policy 6170.1 - Transitional Kindergarten and Administrative Regulation 6173.3 - Education for Juvenile Court School Students.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications? ☐ Yes ☒ No

Are funds for this item available in the 2023-2024 Budget? ☐ Yes ☐ No

Requisition #

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

REFERENCE GUIDE SHEET

6000 SERIES

Board Policy 6143 - Courses of Study
Policy updated to expand the list of characteristics for which the district may not, on the basis of the student's actual or perceived characteristic, provide any course separately or require or refuse participation by any student, to more closely align with law.

Administrative Regulation 6143 - Courses of Study
Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of. Regulation also updated to reflect the requirement for districts that offer a health education course to middle or high school students to include in such course mental health instruction.

Board Policy 6161.1 - Selection and Evaluation of Instructional Materials
Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (2) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (3) requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials, (4) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, and (5) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to expand the list in the first philosophical statement regarding the Governing Board's desires for the district's instructional materials; clarify that instructional materials for mathematics and English language arts that are aligned to common core academic content standards are deemed to be aligned to state academic content standards adopted by the State Board of Education, move up the statement regarding the inclusion of the degree to which every student has sufficient access to standards-aligned instructional materials into the district's local control and accountability plan, and provide that the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year if the County Superintendent makes the district aware of a school that does not have sufficient instructional materials.

Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials
Regulation updated to add that instructional materials being piloted by the district assess the extent to which the materials accurately reflect and value society's diversity. Regulation also updated to reflect NEW LAW (AB 1078, 2023) which includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of, and (2) requires the California Department of Education to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, regulation updated to include, for instructional materials being recommended for adoption by the Governing Board, that they include specified subject content

requirements, support the district's local control and accountability plan, stimulate exploration of ideas and intellectual exchanges, and include options for materials in digital format.

Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials
Exhibit updated to clarify that districts who have determined that sufficient materials were not provided to students at a district school(s) in a certain subject(s), should complete the section "Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects" in addition to the section "Finding of Sufficient Textbooks or Instructional Materials." Exhibit also updated to separate out section regarding "Finding of Available Science Laboratory Equipment for Grades 9-12," and to clarify the definition of "sufficient textbooks or instructional materials" in regard to materials in digital format. Additionally, Exhibit updated to reflect NEW LAW (AB 1078, 2023) which requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials.

Board Policy 6161.11 - Supplementary Instructional Materials
Policy updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025,
guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to delete the section "Supplementary Materials Aligned with Common Core Standards" as these interim materials are no longer necessary since the State Board of Education has adopted K-8 textbooks and instructional materials aligned to the Common Core Standards. Additionally, policy updated to include factual accuracy and whether the material contains pervasive vulgarity or profanity in the determination of compliance of supplemental materials with district criteria; and, add that the Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Board Policy 6163.1 - Library Media Centers
Policy updated to expand the first philosophical paragraph regarding the Governing Board's recognition of how school libraries support the educational program and the Board's desire for books and other resources that are stocked in school libraries. Policy also updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Additionally, policy updated in regard to the criteria for evaluation of the condition and use of school libraries to add (1) that the quality of the collection at each library include types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, and provision of a broad spectrum of knowledge and viewpoints, and (2) that principals, teachers, and library

personnel have knowledge of the process to follow when a library material(s) is challenged.

Board Policy 6142.8 - Comprehensive Health Education
Policy updated to reflect NEW U.S. SURGEON GENERAL GUIDANCE related to (1) the importance of social connection in individual and societal health and well-being, and (2) the impact of social media on children and adolescents. Policy also updated to include the requirement that if districts offer health education courses to middle or high school students the course must include mental health instruction.

Administrative Regulation 6142.8 - Comprehensive Health Education
Regulation updated to include the requirement that if districts offer health education courses to middle or high school students the course must include mental health instruction, and to clarify that the "opt-out" right to excuse a student only applies to comprehensive sexual health education, HIV prevention education, and related assessments, and does not apply to instruction, materials, presentations, and programming that discuss specified topics including gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions.

Board Policy 6170.1 - Transitional Kindergarten
Policy updated to clarify that a child's eligibility for transitional kindergarten (TK) enrollment may not impact family eligibility for a preschool or childcare program and that the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year provided that upon the recommendation of the Superintendent or designee, the Governing Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Policy also updated to reflect NEW LAW (SB 141, 2023) which (1) requires a district that offers TK to early enrollment children to concurrently offer enrollment in a California State Preschool Program, if offered by the district and space permitting, and (2) requires any classroom that includes an early enrollment child to maintain a classroom enrollment that does not exceed 20 students and an adult-to-student ratio of at least one adult to every 10 students. Additionally, policy updated to include that average TK class size enrollment does not include students who are continuously enrolled in and meet the minimum day requirements for independent study for more than 14 school days in a school year.

Administrative Regulation 6173.3 - Education for Juvenile Court School Students
Regulation updated to reflect NEW LAW (SB 532, 2022) which provides, when a juvenile court school student transfers into a district school, for additional requirements regarding the transfer of coursework and credits, exemptions from district-established graduation requirements, and for the option to remain in school to complete district-established or statewide course requirements.

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 03/01/2003 | **Last Revised Date:** ~~12~~10/01/~~2021~~2023 | **Reviewed Last Re Date:** ~~12~~10/01/~~2021~~2023

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

CSBA NOTE: The following optional paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will need to address articulation with each other.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

CSBA NOTE: OCR's August 2023 Dear Colleague Letter, "Race and School Programming," states that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race. OCR's guidance also provides that a school- sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

CSBA NOTE: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 mandates elementary school districts to certify to the Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

CSBA NOTE: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California public colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare a student academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

CSBA NOTE: The remainder of this policy is for use by districts maintaining any of grades 9-12.

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

CSBA NOTE: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 yearlong/30 semesters of specified courses ("~~a-g~~A-G" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "~~a-g~~A-G" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to the parents/guardians of students in grades 9-12 ~~and their parents/guardians~~; see the accompanying administrative regulation and E 5145.6 - Parental Notifications.

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "~~a-g~~A-G" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 10020	Automobile driver education
5 CCR ~~10020~~10040-10043	Automobile driver ~~education~~ ~~and~~ training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	~~History of California; contributions of men, women, and ethnic groups~~History of California; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51225.3	High School Graduation Requirements
Ed. Code 51226.7	Model Curriculum in Ethnic Studies
Ed. Code 51241	Temporary two-year or permanent exemption from physical education
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51911-51921	Comprehensive health education
Ed. Code 51925-51929	Mandatory mental health education and in-service training

Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Prohibition of discrimination
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	**Description**
U.S. Department of Education, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	American Red Cross, Hands-Only CPR Training (https://www.redcross.org/take-a-class/cpr/performing-cpr/hands-only-cpr)
Website	American Heart Association
Website	California Student Aid Commission
Website	University of California, A-G Course Submissions
Website	University of California, List of Approved A-G Courses
Website	California Career Resource Network
Website	California State University, Admission Requirements
Website	California Colleges.edu
Website	California Department of Education
Website	CSBA

Website	Department of Justice (https://oag.ca.gov/)
Website	Instructional Quality Commission (https://www.cde.ca.gov/be/cc/cd/)
Website	U.S. Department of Education

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting

5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction

6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children

6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education

6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 07/11/2019 | **Last Revised Date:** 03/10/2022 | **Last Reviewed Date:** 03/10/2022

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

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State References	Description
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions - https://simbli.eboardsolutions.com/SU/KWqy0PGOguyslshWQKiF8OQug==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiT0iSjZCnkA==

Ed. Code 234.7	Student protections relating to immigration and citizenship status - https://simbli.eboardsolutions.com/SU/tYFq7Zw8Ckhuee1bkSS3cQ==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 33319.3	Driver education; CDE materials on road rage - https://simbli.eboardsolutions.com/SU/CClkwi5mJVmOXl0BllpoSg==
Ed. Code 33540	Standards for government and civics instruction - https://simbli.eboardsolutions.com/SU/dWTH5NVxplEw69qxdliz4Q==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGIggyF7weQSbw==
Ed. Code 51202	Instruction in personal and public health and safety - https://simbli.eboardsolutions.com/SU/NP7MTrAu9W1fh81YemxoaA==
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs - https://simbli.eboardsolutions.com/SU/jM3H8xPGplusgplus3VRZTS58jvw==
Ed. Code 51204	Course of study designed for student's needs - https://simbli.eboardsolutions.com/SU/fQKOGxNdAjFikIGWF2j8HQ==
Ed. Code 51204.5	History of California; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51220	Course of study for grades 7-12 - https://simbli.eboardsolutions.com/SU/MGyuoplus3Nh045sYW3qjmjjA==
Ed. Code 51225.3	High school graduation requirements - https://simbli.eboardsolutions.com/SU/WNFAVVgiWv1wBeCknCeQnw==
Ed. Code 51226.7	Model curriculum in ethnic studies - https://simbli.eboardsolutions.com/SU/6rT1YQpdUxi6PslshwK4APApg==
Ed. Code 51241	Temporary two-year or permanent exemption from physical education - https://simbli.eboardsolutions.com/SU/qQhs7BeMbhlqnPpQnJ4OYw==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51911-51921	Comprehensive health education - https://simbli.eboardsolutions.com/SU/w3VevX0vlGXxkzxKudLd7Q==
Ed. Code 51925-51929	Mandatory mental health education and in-service training - https://simbli.eboardsolutions.com/SU/gNtpmDFTplust3nVQgIPKSkvg==
Ed. Code 51930-51939	California Healthy Youth Act - https://simbli.eboardsolutions.com/SU/mOrcbdGubVc76lTembQEDQ==
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention - https://simbli.eboardsolutions.com/SU/FZFjD0lz8x0xeDg9wU7Fwg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 66204	Certification of high school courses as meeting university admission criteria - https://simbli.eboardsolutions.com/SU/H8YRKnyVrF2CS4mMK6gKVQ==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds - https://simbli.eboardsolutions.com/SU/lpuc8gplusXFM15fJx6uiuslshOw==

Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs - https://simbli.eboardsolutions.com/SU/0Qdv7m5v8yvstJXPr26N8g==
Gov. Code 7284-7284.12	Cooperation with immigration authorities - https://simbli.eboardsolutions.com/SU/slsh3uOo7poJx0FeCl4yhIisQ==
H&S Code 11032	Definition of dangerous drugs - https://simbli.eboardsolutions.com/SU/eJdjP1f5dCHGplusslshOpluss3V18g==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources References	Description
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 - https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYYA==
Website	Instructional Quality Commission - https://simbli.eboardsolutions.com/SU/jNf1lquslshHXoBz7garuHFGw==
Website	American Red Cross, Hands-Only CPR Training - https://simbli.eboardsolutions.com/SU/f7GANM4ItICbVNBjOV0VBw==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Federal Student Aid - https://simbli.eboardsolutions.com/SU/C2B7R1gppJKSCNxVslVzNA==
Website	American Heart Association - https://simbli.eboardsolutions.com/SU/b3IxYM0IngsIokJIUo8EDA==
Website	California Student Aid Commission - https://simbli.eboardsolutions.com/SU/YTrTI0NffiZjZQWhb3fewg==
Website	University of California, A-G Course Submissions - https://simbli.eboardsolutions.com/SU/dl7biMSP81bUfpxMPCFyyA==
Website	University of California, List of Approved A-G Courses - https://simbli.eboardsolutions.com/SU/aSMzVkGKefSjbrpGzGqxDw==
Website	California State University, Admission Requirements - https://simbli.eboardsolutions.com/SU/slshdgyHwGx0LyDs8Ow47K5Cg==
Website	California Career Resource Network - https://simbli.eboardsolutions.com/SU/aiMKC0wlC2eTMogaBMcI9g==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Colleges.edu - https://simbli.eboardsolutions.com/SU/Br2HJI1HrO0ihhv4giogOA==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
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Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==

0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BQLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJIIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/Cu123BsR1bAb3SyPE1fbpA==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/yB5VBT6WrXxI69E2RXQUvQ==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/E8TLBAkmlZNslsh64KyfXgj4A==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/X6d0PiFilH2zk2K5JdazDg==
5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsolutions.com/SU/qxIKnSvFsbtuzP7KEplusPprg==
5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsolutions.com/SU/UQ1O4LHoybrpluslXuDXP09uw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/AVChH8plusSyslshvjzeplusGFxFJWA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/LBi913slshOg6sE9sNUUjspJA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/2fZOgaza7FWB0KouzttxEA==

5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/eP7p7amj6UOAQB1iaTOjdw==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/oQ5qkpluswaNVsZFi4HHMlfwg==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/VjM4FfQvrAXs7V14zIU8TQ==
5145.13	Response To Immigration Enforcement - https://simbli.eboardsolutions.com/SU/R3FcYAwKSkHz7pO9Y0rQlQ==
5145.13	Response To Immigration Enforcement - https://simbli.eboardsolutions.com/SU/HrCj1lQplusf445eslsh3plus9b8PXg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1lPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlufamEAdcmeCnQqXP7A9Q==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/LbSSIk56JLiE1txjsSaa7g==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/8plusPaMuEXplusYBmiXwqhtmFslshA==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/JBsAJao0anM9hZYuqfNMbA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/UmIa1mELChYcbrZx1VMNEg==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/AzmModnV3vLslshJn02pEnzBw==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/XaaEXSfKRATddEdedTr5Rw==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/oRdaYJ0PZupluswKIRwxLTaCQ==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==

6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/bxdO02orcknVGTfpbSK9vw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/hbGCDAbQPplusslshdSybFLnA10Q==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wlr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/pmsd7bmpISu6Rm8EpxeyPw==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/plusgYNOM1LVUk8aYpddRKtGg==
6145.8	Assemblies And Special Events - https://simbli.eboardsolutions.com/SU/U6lw6H1o83WmTwxhTnHdlw==
6146.5	Elementary/Middle School Graduation Requirements - https://simbli.eboardsolutions.com/SU/BxjuPZDW0cslsh5EZg7vxynFw==
6151	Class Size - https://simbli.eboardsolutions.com/SU/FplusvStgc8s1rUk6PQHcJ6RA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/cVcwWiAK3pCgNhfrC3plusGpA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/LEKRQIY1ERodUMIga3JmEQ==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/XyDBUL4JXDF4l0RuiCx52g==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/EG8hLnoLTljUh0pMVaxVUg==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/bpIfq6ODgTOqb5pKplusmrRlQ==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/ZbAwIfVztbG4fvTGJWBqAA==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==

6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.3	Education For Juvenile Court School Students - https://simbli.eboardsolutions.com/SU/KhyYZOplus0AslshTH8EJqpsJZgg==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/XxglTbD6thnD1iDuJMYSqQ==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/y4cq1hSeYGrqEtIeJpLYEQ==

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 11/01/2014 | **Last Revised Date:** ~~12~~10/01/~~2021~~2023 | **Reviewed Last Re Date:** ~~12~~10/01/~~2021~~2023

CSBA NOTE: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels offered.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 – Selection and Evaluation of Instructional Materials, BP 6161.11 – Supplementary Instructional Materials, and BP 6163.1 – Library Media Centers.

Grades 1-6

CSBA NOTE: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

    a. The history, resources, development, and government of California and the United States

CSBA NOTE: Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which, as amended by AB 1078 (Ch. 229, Statutes of 2023), includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural"). The complete list required by Education Code 51204.5, as amended by AB 1078, is reflected below.

Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and

racial diversity of our society, was amended by AB 1078 to mirror the changes made to Education Code 51204.5, explained above.

Instruction shall include the early history of California and a study of the role and contributions of ~~men and women~~people of all genders, Native Americans, African Americans, ~~Mexican~~Latino Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~LGBTQ+ Americans, persons with disabilities, and members of other ethnic ~~and~~, cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

b. The development of the American economic system, including the role of the entrepreneur and labor

c. The relations of persons to their human and natural environments

d. Eastern and western cultures and civilizations

e. Contemporary issues

f. The wise use of natural resources

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise ITEM #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

CSBA NOTE: The following item is optional pursuant to Education Code 51202.

f. Violence as a public health issue

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to middle school students to include mental health instruction, as specified in Item #6g. Districts that offer a health education course to students in grade 6, and for which grade 6 is part of a middle school program, should include Item #6g. Districts that offer mental health instruction to any other elementary grade level(s) or for which grade 6 is not part of the middle school program, may delete or revise Item #6g, as appropriate.

Education Code 51929 requires the California Department of Education (CDE) to develop a plan to expand mental health instruction, and has created a webinar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

g. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)

i. Defining the signs and symptoms of common mental health challenges

ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges

iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable

iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence- based and culturally responsive practices that are proven to help overcome mental health challenges

v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse

vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges

vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners

2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids

3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220

4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind ~~(Education Code 51210)~~

CSBA NOTE: Item #8 below is optional. Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. See BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention

CSBA NOTE: Optional item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

Grades 7-12

CSBA NOTE: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

   a. The history, resources, development, and government of California and the United States, including instruction in:

CSBA NOTE: Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which, as amended by AB 1078, includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, religious, cultural, and socioeconomic status groups (formerly "ethnic and cultural"). The complete list required by Education Code 51204.5, as amended by AB 1078, is reflected below.

Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and racial diversity of our society, was amended by AB 1078 to mirror the changes made to Education Code 51204.5, explained above.

      i. The early history of California and a study of the role and contributions of ~~both men and women~~people of all genders, Native Americans, African Americans, ~~Mexican~~Latino Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~LGBTQ+ Americans, persons with disabilities, and members of other ethnic ~~and~~, cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5, 60040)

CSBA NOTE: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice.

For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 - History-Social Science Instruction.

      ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

CSBA NOTE: The following optional paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

c. The development of the American economic system, including the role of the entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

e. Eastern and western cultures and civilizations

CSBA NOTE: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in ~~item~~Item #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, the Holocaust, and genocide, including the Armenian, Cambodian, Darfur, and Rwandan genocides.

f. Human rights issues, with particular attention to the study of the inhumanity of genocide ~~(~~, which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides~~)~~,, slavery, and the Holocaust

g. Contemporary issues

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems;

appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

CSBA NOTE: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction for required components of such instruction.

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7- 12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

    a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

CSBA NOTE: The following paragraph is for use by districts that require a course in health education for high school graduation; see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, such districts are required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below. Such instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR, such as those developed by the American Heart Association or the American Red Cross, and must include hands-on practice in compression- only CPR. ~~On its web site, the California Department of Education~~On its website, CDE ~~provides guidance on how to implement this~~ requirement.

Education Code 51225.6 also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

CSBA NOTE: The following two items are optional pursuant to Education Code 51202.

f. Prenatal care for pregnant individuals

g. Violence as a public health issue

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to high school students to include mental health instruction, as specified in Item #11h. Districts that offer a health education course to high school students should include Item #11h, and may be deleted or revised by districts that do not offer such a course.

Education Code 51929 requires CDE to develop a plan to expand mental health instruction, and has created a webinar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

h. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)

i. Defining the signs and symptoms of common mental health challenges

ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges

iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable

iv. Identifying warning signs of common mental health problems in order to

promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance

from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges

v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse

vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges

vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners

2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids

3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220

4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

CSBA NOTE: Item #12 is optional. Education Code 51220.3 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

CSBA NOTE: Pursuant to Education Code 51226.7, the State Board of Education (SBE) has adopted a model curriculum in ethnic studies upon which districts may offer an elective course in social sciences or English language arts in at least one year during grades 9-12.

Subject to funding in the annual Budget Act or other statute, Education Code 51225.3~~, as~~

~~amended by AB 101 (Ch. 661, Statutes of 2021),~~ requires a one-semester course in ethnic studies for high school graduation beginning with students who graduate in the 2029-30 school year.
At its discretion, a district may require a full-year course. Districts that require a full-year course should revise Item #13 accordingly. A student who completes a course in ethnic studies will also accrue credit for coursework in the subject that the course is offered, including, if applicable, credit towards satisfying a course required for graduation.

Item #13 is currently optional, but, if funding is appropriated, districts will be required to offer a one-semester ethnic studies course, as specified, beginning in the 2025-26 school year.

13. Ethnic studies

    Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies ~~as specified in Education Code 51225.3.~~

CSBA NOTE: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grade 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph is currently optional.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

CSBA NOTE: The following paragraph is for use by districts that maintain high schools.

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws

2. Proper acceptance of personal responsibility in traffic

3. Appreciation of the causes, seriousness, and consequences of traffic accidents

4. Knowledge and attitudes necessary for the safe operation of motor vehicles

5. The safe operation of motorcycles

6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle

7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that students satisfactorily complete 15 yearlong/30 semesters of specified courses ("~~a-g~~A-G" courses). In order to qualify as an "~~a-g~~A-G" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

Education Code 51225.37 encourages districts that offer world language courses specifically designed for native speakers to submit those courses to UC for certification and addition to the school's "~~a-g~~A-G" course list.

The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "~~a-g~~A-G" courses.

The Superintendent or designee shall identify district courses that may qualify for designation as "~~a- g~~A-G" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to ~~the University of California (~~UC) for "~~a- g~~A-G" designation.

Notification and Information to Students in Grades 9-12

CSBA NOTE: The following section is for use by districts that maintain grades 9-12.

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and ~~the California State University (~~CSU)

   CSBA NOTE: The UC maintains a searchable ~~web site~~website that lists certified "~~a-g~~A-G" courses for all regular California public high schools.

2. A list of the current UC and CSU ~~web sites~~websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU

3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

4. The Internet address for the portion of ~~the CDE web site~~CDE's website where students can learn more about career technical education

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

CSBA NOTE: Education Code 51225.8 requires districts to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA), as appropriate, at least once before grade 12. At the district's discretion, the information provided may be disseminated through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

CSBA NOTE: Pursuant to Education Code 51225.7~~, as added by AB 132 (Ch. 144, Statutes of 2021), starting in the 2022-23 school year~~, the district is required to confirm that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education and/or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless there is an exception as specified below.

To enable educators to ensure that each student has successfully completed and submitted a FAFSA or CADAA, Education Code 51225.7, as amended by SB 114 (Ch. 48, Statutes of 2023), requires CSAC to provide data to the California College Guidance Initiative to inform reports available through CaliforniaColleges.edu.

Pursuant to Education Code 51225.7, ~~as added by AB 132, CSAC is required to, by July 1, 2022, adopt~~CSAC adopted regulations, available on its website, that include model opt-out forms and acceptable use policies for the purpose of providing guidance on the protection of student and parent/guardian data~~, which will be available on CSAC's web site~~.

~~Commencing in the 2022-23 school year, the~~The Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district

2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

~~CSBA NOTE: Pursuant to Education Code 51225.7, as added by AB 132, the district shall ensure that each high school student in Grade 12, and if applicable, the student's parent/guardian, is directed to any support and assistance necessary to complete the FAFSA and/or CADAA, as described below.~~

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 10020	Automobile driver education
5 CCR ~~10020~~10040-10043	Automobile driver ~~education~~ ~~and~~ training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	~~History of California; contributions of men, women, and ethnic groups~~History of California; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12

Ed. Code 51225.3	High School Graduation Requirements
Ed. Code 51226.7	Model Curriculum in Ethnic Studies
Ed. Code 51241	Temporary two-year or permanent exemption from physical education
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51911-51921	Comprehensive health education
Ed. Code 51925-51929	Mandatory mental health education and in-service training
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Prohibition of discrimination
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	**Description**
U.S. Department of Education, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	American Red Cross, Hands-Only CPR Training (https://www.redcross.org/take-a-class/cpr/performing-cpr/hands-only-cpr)
Website	American Heart Association
Website	California Student Aid Commission

Website	University of California, A-G Course Submissions
Website	University of California, List of Approved A-G Courses
Website	California Career Resource Network
Website	California State University, Admission Requirements
Website	California Colleges.edu
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	Instructional Quality Commission (https://www.cde.ca.gov/be/cc/cd/)
Website	U.S. Department of Education

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records

5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity

6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials

6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children

6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 07/11/2019 **| Last Revised Date:** 03/10/2022 **| Last Reviewed Date:** 03/10/2022

Grades 1-6

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

    a. The history, resources, development, and government of California and the United States

        Instruction shall include the early history of California and a study of the role and contributions of men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

    b. The development of the American economic system, including the role of the entrepreneur and labor

    c. The relations of persons to their human and natural environments

    d. Eastern and western cultures and civilizations

    e. Contemporary issues

    f. The wise use of natural resources

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

5. Visual and performing arts: instruction in dance, music, theater, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

    a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

    b. Fire prevention

    c. The protection and conservation of resources, including the necessity for the protection of the environment

    d. Venereal disease

    e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

    f. Violence as a public health issue

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

8. Violence awareness and prevention

9. Career awareness exploration

Grades 7-12

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

    a. The history, resources, development, and government of California and the United States, including instruction in:

        i. The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

        ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

        iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

        iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

    b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

    c. The development of the American economic system, including the role of the entrepreneur and labor

    d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

    e. Eastern and western cultures and civilizations

    f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust

    g. Contemporary issues

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

7. Visual and performing arts: dance, music, theater, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

    a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

       Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

    b. Fire prevention

    c. The protection and conservation of resources, including the necessity for the protection of the environment

    d. Venereal disease

    e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

    f. Prenatal care for pregnant individuals

    g. Violence as a public health issue

12. Violence awareness and prevention

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State References	**Description**
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions - https://simbli.eboardsolutions.com/SU/KWqy0PGOguyslshWQKiF8OQug==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiT0iSjZCnkA==

Ed. Code 234.7	Student protections relating to immigration and citizenship status - https://simbli.eboardsolutions.com/SU/tYFq7Zw8Ckhuee1bkSS3cQ==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 33319.3	Driver education; CDE materials on road rage - https://simbli.eboardsolutions.com/SU/CClkwi5mJVmOXl0BllpoSg==
Ed. Code 33540	Standards for government and civics instruction - https://simbli.eboardsolutions.com/SU/dWTH5NVxplEw69qxdliz4Q==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGIggyF7weQSbw==
Ed. Code 51202	Instruction in personal and public health and safety - https://simbli.eboardsolutions.com/SU/NP7MTrAu9W1fh81YemxoaA==
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs - https://simbli.eboardsolutions.com/SU/jM3H8xPGplusgplus3VRZTS58jvw==
Ed. Code 51204	Course of study designed for student's needs - https://simbli.eboardsolutions.com/SU/fQKOGxNdAjFikIGWF2j8HQ==
Ed. Code 51204.5	History of California; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51220	Course of study for grades 7-12 - https://simbli.eboardsolutions.com/SU/MGyuoplus3Nh045sYW3qjmjjA==
Ed. Code 51225.3	High school graduation requirements - https://simbli.eboardsolutions.com/SU/WNFAVVgiWv1wBeCknCeQnw==
Ed. Code 51226.7	Model curriculum in ethnic studies - https://simbli.eboardsolutions.com/SU/6rT1YQpdUxi6PslshwK4APApg==
Ed. Code 51241	Temporary two-year or permanent exemption from physical education - https://simbli.eboardsolutions.com/SU/qQhs7BeMbhlqnPpQnJ4OYw==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51911-51921	Comprehensive health education - https://simbli.eboardsolutions.com/SU/w3VevX0vlGXxkzxKudLd7Q==
Ed. Code 51925-51929	Mandatory mental health education and in-service training - https://simbli.eboardsolutions.com/SU/gNtpmDFTplust3nVQglPKSkvg==
Ed. Code 51930-51939	California Healthy Youth Act - https://simbli.eboardsolutions.com/SU/mOrcbdGubVc76lTembQEDQ==
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention - https://simbli.eboardsolutions.com/SU/FZFjD0lz8x0xeDg9wU7Fwg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 66204	Certification of high school courses as meeting university admission criteria - https://simbli.eboardsolutions.com/SU/H8YRKnyVrF2CS4mMK6gKVQ==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds - https://simbli.eboardsolutions.com/SU/lpuc8gplusXFM15fJx6uiuslshOw==

Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs - https://simbli.eboardsolutions.com/SU/0Qdv7m5v8yvstJXPr26N8g==
Gov. Code 7284-7284.12	Cooperation with immigration authorities - https://simbli.eboardsolutions.com/SU/slsh3uOo7poJx0FeCl4yhIisQ==
H&S Code 11032	Definition of dangerous drugs - https://simbli.eboardsolutions.com/SU/eJdjP1f5dCHGplusslshOpluss3V18g==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==

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20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources References	**Description**
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 - https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYYA==
Website	Instructional Quality Commission - https://simbli.eboardsolutions.com/SU/jNf1lquslshHXoBz7garuHFGw==
Website	American Red Cross, Hands-Only CPR Training - https://simbli.eboardsolutions.com/SU/f7GANM4ItICbVNBjOV0VBw==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Federal Student Aid - https://simbli.eboardsolutions.com/SU/C2B7R1gppJKSCNxVslVzNA==
Website	American Heart Association - https://simbli.eboardsolutions.com/SU/b3IxYM0IngsIokJIUo8EDA==
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Website	University of California, A-G Course Submissions - https://simbli.eboardsolutions.com/SU/dl7biMSP81bUfpxMPCFyyA==
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0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==

0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
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1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
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1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BQLiBEOnqWtridjdcLu7mw==
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1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
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3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/Cu123BsR1bAb3SyPE1fbpA==
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5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/E8TLBAkmlZNslsh64KyfXgj4A==
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5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsolutions.com/SU/qxIKnSvFsbtuzP7KEplusPprg==
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5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
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5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/AVChH8plusSyslshvjzeplusGFxFJWA==
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5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/2fZOgaza7FWB0KouzttxEA==

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5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/oQ5qkpluswaNVsZFi4HHMlfwg==
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5145.13	Response To Immigration Enforcement - https://simbli.eboardsolutions.com/SU/R3FcYAwKSkHz7pO9Y0rQlQ==
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5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
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5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
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6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlufamEAdcmeCnQqXP7A9Q==
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6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
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6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==

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6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wlr4CYoQg==
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6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/pmsd7bmpISu6Rm8EpxeyPw==
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6145.8	Assemblies And Special Events - https://simbli.eboardsolutions.com/SU/U6Iw6H1o83WmTwxhTnHdIw==
6146.5	Elementary/Middle School Graduation Requirements - https://simbli.eboardsolutions.com/SU/BxjuPZDW0cslsh5EZg7vxynFw==
6151	Class Size - https://simbli.eboardsolutions.com/SU/FplusvStgc8s1rUk6PQHcJ6RA==
6152.1	Placement In Mathematics Courses - https://simbli.eboardsolutions.com/SU/cVcwWiAK3pCgNhfrC3plusGpA==
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6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/XyDBUL4JXDF4l0RuiCx52g==
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6158	Independent Study - https://simbli.eboardsolutions.com/SU/bpIfq6ODgTOqb5pKplusmrRlQ==
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6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/72afLR1iFxwZ4UvyhY0uLg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/bK5tZtFKr9Bu9YGjy15vUg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
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6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==

6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/deK0RSxBpHnU9SuslshbsK0pQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vnplusLRaaI96IrScOYslshoSplusXg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/jzHilKypSnLjfpYVMtgfTA==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/7BVCyKmuwsQoslshW2O4dllGQ==
6173.3	Education For Juvenile Court School Students - https://simbli.eboardsolutions.com/SU/KhyYZOplus0AslshTH8EJqpsJZgg==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/XxglTbD6thnD1iDuJMYSqQ==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/y4cq1hSeYGrqEtIeJpLYEQ==

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 10/01/~~2020~~2023 | **ed**
Last Review Date: 10/01/~~2020~~2023

CSBA NOTE: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary books and materials.

For more information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078 (Ch. 229, Statutes of 2023), requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, stimulate thought, the exploration of ideas and intellectual exchanges, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. Education Code 60200 provides that ~~the~~ SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years. Education Code 60210 authorizes the Board to select materials that have not been approved by SBE, provided they are aligned with state academic content standards or Common Core State Standards.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE., which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards. (Education Code 60200, 60210)

CSBA NOTE: The following paragraph is for use by districts that maintain high schools.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education

Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

~~**Public Hearing on Sufficiency of Instructional Materials**~~

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

Sufficiency of Instructional Materials and Public Hearing

CSBA NOTE: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts (including English language development), mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by SBE. As clarified in ~~the California Department of Education's (CDE)~~ CDE's "Instructional Materials FAQ~~,~~," state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds. ~~The~~Pursuant to Education Code 60119, the Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in world language and health courses, as well as the availability of science laboratory equipment in science laboratory courses.

Pursuant to Education Code 60010, ~~as amended by SB 820 (Ch. 110, Statutes of 2020),~~ "technology-based materials" include the electronic equipment required to make use of those materials, including, but not limited to, laptop computers and devices that provide Internet access. Thus, when districts provide technology-based materials to students, such equipment is subject to the determination of sufficiency pursuant to Education Code 60119.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of underperforming schools and, if the County Superintendent determines that a school does not have sufficient materials, to prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that CDE purchase textbooks or materials for the district, and the cost must be repaid by the district. CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

CSBA NOTE: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Pursuant to Education Code 60119, for a district that operates schools on a multitrack, year-round calendar, the timeline begins with the first day students attend school in any track that begins in August or September.

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

CSBA NOTE: Education Code 60119 requires the Board to adopt a resolution indicating whether ~~or not~~ each student in each school has sufficient standards-aligned textbooks or instructional materials for the subjects specified in ~~items~~Items #1-6 below. See the accompanying Exhibit for a sample resolution.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

CSBA NOTE: Pursuant to Education Code 60119, if the Board ~~makes a determination~~determines, by resolution, that there are insufficient textbooks or other instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. Education Code 60119, as amended by AB 1078, requires the Board to submit a copy of the resolution to the County Superintendent no later than three business days. CDE's "Instructional Materials FAQ," states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts

are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

Pursuant to Education Code 1240, the County Superintendent conducts annual reviews of certain schools to determine, among other things, whether there are insufficient textbooks or instructional materials. Upon making such a determination, the County Superintendent is required to provide the district the opportunity to remedy the deficiency and ensure that the deficiency is remedied no later than the second month of the school term. If the deficiency is not remedied, Education Code 1240 requires the County Superintendent to request CDE to purchase the textbooks or instructional materials, the cost of which must be repaid by the district. CDE will issue a public statement at an SBE meeting indicating the Superintendent's and Board's failure to provide instructional materials. Additionally, Education Code 1240, as amended by AB 1078, requires the County Superintendent to take the actions specified above when the County Superintendent determines that there are insufficient textbooks or instructional materials based on (1) the Board's resolution, (2) the district's quarterly complaints report provided to the County Superintendent in accordance with Education Code 35186, or (3) an audit exception found in accordance with Education Code 41020.

Pursuant to Education Code 60150, as added by AB 1078, if the Superintendent of Public Instruction (SPI) finds that a district has not provided sufficient textbooks or instructional materials as required, CDE is required to take all remedial actions as specified in Education Code 1240, including purchasing textbooks and instructional materials. Additionally, the SPI will assess a financial penalty against the district's local control funding formula allocation.

If the Board determines that there are insufficient textbooks or other instructional materials, the ~~district~~Board shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. ~~(Education Code 60119)~~ (Education Code 60119)

~~The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)~~

~~**Complaints**~~

~~Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable~~

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any textbook, instructional material, supplemental

instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

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 Board or 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 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited 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 as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the SPI. Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 – Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character

Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	~~Enforcement~~Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts (~~re~~regarding instructional materials)
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
Ed. Code 60200-~~60210~~60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers

~~Ed. Code 60350-60352~~	~~Core reading program instructional materials~~
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation ~~for~~or sale of obsolete instructional materials
Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
~~Ed. Code 60605.86-60605.88~~	~~Supplemental instructional materials aligned with Common Core State Standards~~
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources	**Description**
California Department of Education Publication	Instructional Materials FAQ
California Department of Education Publication	~~01-05~~ Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	**Description**
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan

0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles

6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction

6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 07/11/2019 | **Last Revised Date:** 03/11/2021 | **Last Reviewed Date:** 03/11/2021

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect and value society's diversity, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 0440 - District Technology Plan)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

in each of the following subjects: (Education Code 60119)

1. Mathematics
   (cf. 6142.92 - Mathematics Instruction)
2. Science
   (cf. 6142.93 - Science Instruction)
3. History-social science
   (cf. 6142.94 - History-Social Science Instruction)
4. English language arts, including the English language development component of an adopted program
   *(cf. 6142.91 - **Reading**/Language Arts Instruction)*
   (cf. 6174 - Education for English Learners)
5. World language
   (cf. 6142.2 - World/Language Instruction)
6. Health
   (cf. 6142.8 - Comprehensive Health Education)

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the district shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

State References	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==

Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35272	Education and athletic materials - https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 49415	Maximum textbook weight standards - https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2j5OA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSgqB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==

Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusElLU46oVV1EgNFUoWw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlYgzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas - https://simbli.eboardsolutions.com/SU/XmlnLXZsBIdiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjlF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources References	**Description**
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hIi78ftFNM1JQ==
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFnc0fTaR9NYzA==
Website	California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UklWSDzSA==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxIpfL2ugw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==

0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BQLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==
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3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/orz4psLsmV7QqRkugiduLQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/lG5lslshMzQ0JfEYdyLngDxHQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/TXCclHAPO4AvqlRkslshIGT6g==

3311	Bids - https://simbli.eboardsolutions.com/SU/jHXslshhuH1ODO42bslshtBiWLmQ==
4136	Nonschool Employment - https://simbli.eboardsolutions.com/SU/sslsheQFBIMt52hdLiAzgmIFw==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/2Cyp5HS4R1aumR0WVV3uCw==
4236	Nonschool Employment - https://simbli.eboardsolutions.com/SU/nHpFpB0utGFo5TpslshvmrDgw==
4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/NPMGKYZBEIAVLaihslshWCDdA==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
4336	Nonschool Employment - https://simbli.eboardsolutions.com/SU/U76kplusccUzof7RbGH8234kQ==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshWYDlkeWFYgAPyDeQIHP1g==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/R3U5JpeaoplusoVTWmp6aTfsw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/Umla1mELChYcbrZx1VMNEg==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/AzmModnV3vLslshJn02pEnzBw==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==

6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/PLG8plus3O6AvdCDiuFbYKWnA==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/qjuUyEwp6S6FOWflAzTP7w==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZIoIQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2010 | **Last Revised Date:** 10/01/~~2020~~2023 | **Last Reviewed Date:** 10/01/~~2020~~2023

Review Process

CSBA NOTE: The following section may be revised to reflect district practice. Pursuant to Education Code 60002, the district must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-8.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

CSBA NOTE: The following paragraph is optional. The use of review committees is recommended as a best practice, but is not required by law.

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

CSBA NOTE: The State Board of ~~Education~~Education's (SBE) policy ~~on~~ , "Guidelines for Piloting Textbooks and Instructional Materials," provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards., and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

CSBA NOTE: The California Department of Education (CDE) provides guidance, available on its website, for the selection of instructional materials that are not adopted by SBE, which includes that districts develop an evaluation instrument that reflects local and state criteria and concerns.

~~1.~~ 1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

~~CSBA NOTE: The following paragraph is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, SBE is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which SBE determines that the adoption of instructional materials is necessary or desirable.~~

~~Education Code 60210 authorizes the Governing Board to select instructional materials for grades K-8 that have not been approved by SBE, provided they are aligned with state academic content standards.~~

~~2.~~ For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

CSBA NOTE: The following optional paragraph is for use by districts offering any of grades 9-12 and may be revised to reflect district practice. ~~The California Department of Education~~ CDE provides standards map templates, available on its ~~web site~~website, for reference in determining alignment of instructional materials for ~~grade~~grades 9-12 core courses.

~~3.~~ For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

~~4.~~ 2. Do not reflect adversely upon persons because of any characteristic specified in law and ~~BP~~Board Policy 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

~~5.~~ 3. To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045)

~~6.~~ 4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)

CSBA NOTE: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in ~~item #6~~Item #5

below. SBE's publication , "Standards for Evaluating Instructional Materials for Social Content," details standards for the use of brand names and corporate logos in instructional materials.

~~7.~~ 5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

~~a.~~ a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE.

~~b.~~ b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

CSBA NOTE: Education Code 60040-60043 require that ~~specific~~certain subject matter be included in the district's instructional materials~~:~~ , as specified below. Education Code 60040 ~~requires that instructional materials include accurate portrayals~~, as amended by AB 1078 (Ch. 229, Statutes of 2023), expands the accurate portrayal of society's cultural and racial diversity ~~of society as specified. Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systems~~to include the contributions of all genders (formerly "men and ~~the need to protect the environment~~women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and ~~(2) the effects of tobacco, alcohol,~~transgender Americans"), and members of other ~~drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention~~ethnic, cultural, religious, and ~~the humane treatment of animals~~socioeconomic status groups (formerly "ethnic and ~~people.~~

~~Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence~~cultural"). The complete list required by Education Code 60040, as amended by AB 1078, is reflected below.

Additionally, pursuant to Education Code 60040.5, as added by AB 1078, CDE is required to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and ~~the Constitution of the United States. If desired, the district may expand upon the list of these specific requirements.~~

~~8.~~ 6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, ~~accurately portraying society's cultural and racial diversity~~ to:

a. Accurately portraying society's cultural and racial diversity, including:

i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles

ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and soceioeconimic groups to the total development of California and the United States

iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States

b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment

c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances

d. Encouraging thrift, fire prevention, and the humane treatment of animals and people

e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution

CSBA NOTE: Items #7-14 below are optional and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

~~9.~~ 7. Support the district's adopted courses of study and curricular goals , including the district's local control and accountability plan

~~10.~~ 8. Contribute to a comprehensive, balanced curriculum

~~11.~~ 9. Demonstrate reliable quality of scholarship as evidenced by:

~~a.~~ a. Accurate, up-to-date, and well-documented information

~~b.~~ b. Objective presentation of diverse viewpoints

~~c.~~ c. Clear, concise writing and appropriate vocabulary

~~d.~~ d. Thorough treatment of subject matter

~~12.~~ 10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels

~~13.~~ 11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills

~~14.~~ 12. As appropriate, have corresponding versions available in languages other than English

~~15.~~ 13. Include high-quality teacher's guides

CSBA NOTE: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #14 below includes textbook weight as one of the criteria for Board consideration.

~~16.~~ 14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

~~1.~~ 1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)

~~2.~~ 2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners

~~3.~~ 3. Protect the privacy of student data

Conflict of Interest

CSBA NOTE: The following optional section is for use by districts that choose to require individuals who will participate in the review process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

CSBA NOTE: Education Code 60061 ~~requires~~provides criteria and/or limitations for publishers to ~~provide~~follow when establishing the cost of the materials being furnished; see CDE's website for a price list of adopted instructional materials ~~free of charge within California to the same extent that they provide free materials to other states or school districts; see Price List of Adopted Instructional Materials on CDE's web site. However~~, Additionally, Education Code 60071 forbids publishers from offering "valuable thing(s)" to school officials for the purpose of influencing the purchase of instructional materials. ~~CDE's Instructional Materials FAQ clarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.~~

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

   Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

CSBA NOTE: Items # 2-4 below are optional and should be modified to reflect district practice.

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it

3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	~~Enforcement~~Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials

Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts ~~(re~~regarding instructional materials~~)~~
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
Ed. Code 60200-~~60210~~60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
~~Ed. Code 60350-60352~~	~~Core reading program instructional materials~~
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation ~~for~~or sale of obsolete instructional materials
Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
~~Ed. Code 60605.86-60605.88~~	~~Supplemental instructional materials aligned with Common Core State Standards~~
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources	**Description**
California Department of Education Publication	Instructional Materials FAQ
California Department of Education Publication	~~01-05~~ Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards

Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies

3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
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6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
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6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues

6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials

6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 07/11/2019 **| Last Revised Date:** 03/11/2021 **| Last Reviewed Date:** 03/11/2021

Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

   For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

2. Do not reflect adversely upon persons because of any characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

3. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)

4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)

5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

   a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE.

b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity

7. Support the district's adopted courses of study and curricular goals

8. Contribute to a comprehensive, balanced curriculum

9. In addition to meeting the above criteria as applicable, technology-based materials shall:

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)

2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners

3. Protect the privacy of student data

Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

   Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it

3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

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

State References	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==

Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35272	Education and athletic materials - https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 49415	Maximum textbook weight standards - https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2j5OA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/IzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSgqB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusElLU46oVV1EgNFUoWw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==

Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlYgzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas - https://simbli.eboardsolutions.com/SU/XmlnLXZsBIdiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjIF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources References	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hIi78ftFNM1JQ==
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFnc0fTaR9NYzA==
Website	California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UklWSDzSA==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxlpfL2ugw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==

1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/WaWZslshVX95yzHAlbehiHplusplusw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/NdfFmK3KRDWa7ZhbLQia8g==
3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/orz4psLsmV7QqRkugiduLQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/lG5lslshMzQ0JfEYdyLngDxHQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/TXCclHAPO4AvqlRkslshIGT6g==
3311	Bids - https://simbli.eboardsolutions.com/SU/jHXslshhuH1ODO42bslshtBiWLmQ==
4136	Nonschool Employment - https://simbli.eboardsolutions.com/SU/sslsheQFBIMt52hdLiAzgmIFw==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/2Cyp5HS4R1aumR0WVV3uCw==
4236	Nonschool Employment - https://simbli.eboardsolutions.com/SU/nHpFpB0utGFo5TpslshvmrDgw==

4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/NPMGKYZBEIAVLaihslshWCDdA==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
4336	Nonschool Employment - https://simbli.eboardsolutions.com/SU/U76kplusccUzof7RbGH8234kQ==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshWYDlkeWFYgAPyDeQIHP1g==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/R3U5JpeaoplusoVTWmp6aTfsw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/Umla1mELChYcbrZx1VMNEg==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/AzmModnV3vLslshJn02pEnzBw==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/3slshq0kP6i01dIvoZMdFHCvA==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==

6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/PLG8plus3O6AvdCDiuFbYKWnA==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/qjuUyEwp6S6FOWflAzTP7w==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Exhibit 6161.1-E(1): Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 10/01/~~2020~~2023 | **Last Reviewed Date:** 10/01/~~2020~~2023

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

CSBA NOTE: Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine, through a resolution, whether each student has sufficient materials; see the accompanying Board policy. ~~"~~"Sufficient textbooks or instructional materials~~,"~~," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include technology-based materials, to use in class and to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect current law. This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the *(name of school district)*, in ~~order to comply~~accordance with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* ~~o'clock,~~ which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 ~~days~~'days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the *(name of school district)*, and;

Whereas, the definition of ~~"~~*sufficient textbooks or instructional materials*~~"~~ means that each student, including each English learner, has ~~a~~ standards-aligned ~~textbook~~ textbooks and/or instructional materials to use in class and to take home, which may include materials in a digital format as long as each student, at a minimum, has and can access the same materials in the class and at home as other students in the same class or course in the district, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;.

Finding of Sufficient Textbooks or Instructional Materials

CSBA NOTE: The following section ~~is~~should be used to list the schools and subjects for ~~use when the Board is making a finding that~~ which the district has "provided "sufficient"" materials. ~~According to CDE, Education Code 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing.~~ Survey forms are available on ~~CDE's web site~~CDE's website which may be used as a self-study and county office validation tool for grades K-12.

~~Whereas,~~ Therefore, be it resolved, for the (*year*) school year, the (*name of school district*), sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, at the following schools in the following subjects:

CSBA NOTE: To provide complete information about the basis for the ~~Board's~~Board's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

- Mathematics: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)

  _____
  _____

- Science: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)

  _____
  _____

- History-social science: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)

  _____
  _____

- English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)

  _____
  _____

- World language: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)

  _____
  _____

- Health: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)

  _____
  _____

  _____
  _____

~~CSBA NOTE: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.~~

~~Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;~~

~~Therefore, it is resolved that for the (year) school year, the (name of school district) has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.~~

Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects

~~CSBA NOTE: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below.~~

CSBA NOTE: In addition to the section above, the following section should be used to list the schools and subjects for which the district has not provided "sufficient" materials, and should be deleted by districts when there is not a finding of insufficient materials in a particular year. Education Code 60119 requires that, for each school for which an insufficiency exists, the Board's resolution include the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below, and include the reason that each student does not have sufficient textbooks and/or instructional materials. For more information regarding the actions the Board is required to take upon a finding of "insufficient materials," and potential consequences for not remedying the deficiency as required by law, see the section "Sufficiency of Instructional Materials and Public Hearing" in the accompanying Board policy.

~~Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world language, and health.)*~~

_____

_____

~~Whereas, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)~~

_____

_____

~~Therefore,~~Be it ~~is~~further resolved, ~~that~~ for the (*year*) school year, the (*name of school district*~~) has not provided each student with sufficient~~), insufficient standards-aligned textbooks ~~or~~ other instructional ~~m~~materials ~~that are consistent with~~were provided to students at the ~~cycles and content off~~following schools in the ~~curriculum framework, and;~~following subjects:

- Mathematics: (For each school, list the percentage of students who lack sufficient standards- aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- Science: (For each school, list the percentage of students who lack sufficient standards- aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- History-social science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- English language arts, including the English language development component of an adopted program: (For each school, list the percentage of students who lack sufficient standards- aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- World language: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- Health: (For each school, list the percentage of students who lack sufficient standards- aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

Finding of Available Science Laboratory Equipment for Grades 9-12

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12. It should be used to list the science laboratory courses offered in grades 9-12 and whether science laboratory equipment is available for these courses.

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9-12, inclusive, as indicated below:

- Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was available.)

  _____
  _____

- Not Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was not available.)

  _____
  _____

CSBA NOTE: Education Code 60119, as amended by AB 1078 (Ch. 229, Statutes of 2023), requires the Board, upon a determination of insufficient textbooks or instructional materials, to submit a copy of the resolution making such a determination to the County Superintendent of Schools within three business days after the public hearing regarding the sufficiency of textbooks or other instructional materials. This section should be included in the resolution for every district.

Be it further resolved, that the Superintendent or designee, on behalf of the Board, shall submit a copy of this resolution to the County Superintendent of Schools within three business days of the hearing.

PASSED AND ADOPTED THIS _____day of _____, _____at a meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____

Attest:

_____, Secretary

_____, President

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum

Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	~~Enforcement~~Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts (~~re~~regarding instructional materials~~)~~
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
Ed. Code 60200-~~60210~~60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
~~Ed. Code 60350-60352~~	~~Core reading program instructional materials~~
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation ~~for~~or sale of obsolete instructional materials
Ed. Code 60605	State-adopted content and performance standards in core curricular areas

Ed. Code 60605.8	Common Core standards
~~Ed. Code 60605.86-60605.88~~	~~Supplemental instructional materials aligned with Common Core State Standards~~
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources	**Description**
California Department of Education Publication	Instructional Materials FAQ
California Department of Education Publication	~~01-05~~ Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	**Description**
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials

1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation

6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education

6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

Exhibit (PDF) 6161.1-E PDF(1): Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 03/11/2021 | **Last Reviewed Date:** 03/11/2021

See PDF on the next page.

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Note: Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine through a resolution whether each student has sufficient materials; see the accompanying Board policy. "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include technology-based materials, to use in class and to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect current law. This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the *(name of school district)*, in order to comply with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the *(name of school district)*, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

Finding of Sufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding that the district has "sufficient" materials. According to CDE, Education Code 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. Survey forms are available on CDE's web site which may be used as a self-study and county office validation tool for grades K-12.

Whereas, sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

Note: To provide complete information about the basis for the Board's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

- Mathematics: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

  _____

  _____

- Science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

  _____

  _____

- History-social science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

  _____

  _____

- English language arts, including the English language development component of an adopted program: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

  _____

  _____

- World language: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

  _____

  _____

- Health: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

  _____

  _____

Note: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (*year*) school year, the *(name of school district)* has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below.

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world language, and health.)*

_____

_____

Whereas, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: *(For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

_____

_____

Therefore, it is resolved, that for the (*year*) school year, the *(name of school district)* has not provided each student with sufficient textbooks or other instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *(List actions to be taken to resolve insufficiency.)*

_____

_____

_____

PASSED AND ADOPTED THIS day of at a meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____

Attest:

_____ _____

Secretary President

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Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0lCzCplus6BA==
Ed. Code 35272	Education and athletic materials - https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 49415	Maximum textbook weight standards - https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2j5OA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==

Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSgqB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusElLU46oVV1EgNFUoWw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlYgzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas - https://simbli.eboardsolutions.com/SU/XmlnLXZsBIdiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjIF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources References	**Description**
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFnc0fTaR9NYzA==
Website	California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UklWSDzSA==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==

Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XIDZTxIpfL2ugw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
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1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
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3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/lG5lslshMzQ0JfEYdyLngDxHQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/TXCclHAPO4AvqlRkslshIGT6g==
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5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
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6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/Umla1mELChYcbrZx1VMNEg==
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6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/x0hb3hkKicXv7wIr4CYoQg==
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6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/PLG8plus3O6AvdCDiuFbYKWnA==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/qjuUyEwp6S6FOWfIAzTP7w==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==

6170.1	Transitional Kindergarten - https://simbli.eboardsolutions.com/SU/captf1Q8oxwc3XTrVxLVag==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/51m08UmlQniwwDyARGs5pQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/AVwmTG7ryxplusslshszPKmIdwAg==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/BQGNxKewahWVQiPdXWOODA==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==

Policy 6161.11: Supplementary Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:** ~~11~~10/01/~~2012~~2023 | **Reviewed Last Re Date:** ~~11~~10/01/~~2012~~2023

CSBA NOTE: The following optional policy addresses the selection of instructional materials that are used to supplement the basic textbooks and other instructional materials adopted by the Governing Board for use in grades K-8 pursuant to Education Code 60200 or for grades 9-12 pursuant to Education Code 60400. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials for requirements pertaining to the selection of those basic instructional materials.

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

CSBA NOTE: In *McCarthy v. Fletcher*, a California appellate court clarified that the Board may exclude materials from classroom teaching because they are educationally unsuitable and unrelated to the goals specified in Education Code 233.5, but not simply because the materials contain ideas to which Board or community members object.

Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any supplemental instructional material or (2) prohibit the use of any supplemental instructional material. The Board may not refuse to approve the use of any supplemental instructional material on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit the use of any supplemental instructional material on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

For more information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078, requires CDE to issue, no later than July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or 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 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

~~**Supplementary Materials Aligned with Common Core Standards**~~

~~CSBA NOTE: The following optional section is for use by districts that maintain any of grades K-8. Pursuant to Education Code 60605.8, the State Board of Education (SBE) has adopted Common Core Standards in English language arts and mathematics; see BP 6011 - Academic Standards. In November 2012, the SBE adopted updated English language development standards for English learners which are aligned to the Common Core Standards. However, the SBE has not yet adopted K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. These lists of supplementary materials will be available on the CDE's web site and are informational only; districts are not required to purchase any of the supplementary materials.~~

~~To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)~~

~~CSBA NOTE: Pursuant to Education Code 60605.86-60605.88, as added by SB 140 (Ch. 623, Statutes of 2011) and AB 1719 (Ch. 636, Statutes of 2012), the district may select supplementary materials that are not on the SBE-approved lists. Such materials must be reviewed and recommended by content review experts who are selected by the Board, meet specified qualifications, and serve without compensation. The Board must ensure that the selected materials comply with SBE-approved evaluation criteria, which are available on the CDE's web site and~~

~~specified legal requirements for instructional materials, including social content review requirements.~~

~~The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)~~

Appropriateness of Materials

CSBA NOTE: The following optional section may be revised to reflect district practice, including any district criteria for the appropriateness of supplementary instructional materials and/or circumstances under which materials should be submitted to the principal or other designee for review prior to their use (e.g., when materials relate to controversial issues or are presented in a controversial manner or context, such as when materials contain nudity, sexual content, graphic violence, or extensive profanity). The district is encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to adopting such criteria or processes or when banning films, electronic resources, or other materials solely on the basis of industry ratings.

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, ~~he/she~~the employee shall preview the material to determine whether, in ~~his/her~~the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited use of any supplemental instructional material as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy

1312.3 – Uniform Complaint Procedures, as applicable.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the
subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 18111	Exclusion of books by governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 233.5	Teaching of principles
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51510	Prohibited study or supplemental materials
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	~~Sex education materials~~Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code ~~60050~~60040-60052	~~Social content review of~~Requirements for instructional materials
Ed. Code 60060-~~60062~~60063.5	~~Requirements of publishers~~Requirements for publishers and manufacturers
Ed. Code 60200~~.7~~-60213	~~Suspension of state instructional~~Elementary school materials ~~adoptions~~
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	~~Adoption of high school instructional~~ ~~materials~~ Instructional materials; high schools

Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
~~Ed. Code 60605.86-60605.88~~	~~Supplemental instructional materials aligned with Common Core State Standards~~
Ed. Code 60811.3	English language development standards

Management Resources	**Description**
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, ~~2000~~2013
Court Decision	Fowler v. Board of Education of Lincoln County~~,~~ ~~(1978~~ (1987) 819 F.2d 657
Court Decision	McCarthy v. Fletcher~~,~~ (1989) 207 Cal. App. 3d 130
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	**Description**
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination in District Programs and Activities
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies

3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4132	Publication Or Creation Of Materials

4232	Publication ~~Or~~or Creation ~~Of~~of Materials
4332	Publication ~~Or~~or Creation ~~Of~~of Materials
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6174	Education For English Learners
6174	Education For English Learners

Policy 6161.11: Supplementary Instructional Materials

Status: ADOPTED

Original Adopted Date: 07/11/2019 **| Last Reviewed Date:** 07/11/2019

The Board of Education encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials. Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Supplementary Materials Aligned with Common Core Standards

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, he/she shall preview the material to determine whether, in his/her professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority

for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 233.5	Teaching of principles - https://simbli.eboardsolutions.com/SU/XB7plusegaKAKfLTBOz9NQjvg==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 51510	Prohibited study or supplemental materials - https://simbli.eboardsolutions.com/SU/XrUt9CSk2qGR71x0wHqrqg==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas - https://simbli.eboardsolutions.com/SU/XmlnLXZsBIdiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjIF7mQ==
Ed. Code 60811.3	English language development standards

Management Resources References	Description
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hIi78ftFNM1JQ==
Court Decision	Fowler v. Board of Education of Lincoln County (1987) 819 F.2d 657
Court Decision	McCarthy v. Fletcher (1989) 207 Cal. App. 3d 130
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/u5qD89SrQMplus85pcm4Ju8ww==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/VlhslshSaGqXuTsCMKpG2plusbSQ==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/kULyVExq5jmffOk5YNKJQw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==

1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/WaWZslshVX95yzHAlbehiHplusplusw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/lG5lslshMzQ0JfEYdyLngDxHQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/TXCclHAPO4AvqlRkslshIGT6g==
3311	Bids - https://simbli.eboardsolutions.com/SU/jHXslshhuH1ODO42bslshtBiWLmQ==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/PKZCznPK5uVYh2rtuZWrQQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlufamEAdcmeCnQqXP7A9Q==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/LbSSlk56JLiE1txjsSaa7g==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/8plusPaMuEXplusYBmiXwqhtmFslshA==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/JBsAJao0anM9hZYuqfNMbA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/Uml a1mELChYcbrZx1VMNEg==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/AzmModnV3vLslshJn02pEnzBw==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/w9VU81P2tplus6slshVBe2J0pq9g==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==

6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/PLG8plus3O6AvdCDiuFbYKWnA==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/qjuUyEwp6S6FOWflAzTP7w==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lslsh86du039e3kAM9Lgk5plusjg==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==

Policy 6163.1: Library Media Centers

Status: ADOPTED

Original Adopted Date: 03/01/2011 | **Last Revised Date:** ~~04~~10/01/~~2014~~2023 | **Last Reviewed Date:** ~~04~~10/01/~~2014~~2023

CSBA NOTE: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following optional policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

The State Board of Education (SBE) has adopted model program standards for school libraries which describe ~~staffing, resources, and infrastructure~~(1) school library standards for students that delineate what students should know and be able to do at each grade level (see section "Library Instruction," below), and (2) school library program standards that describe staffing, access, resources, and infrastructure, including technology, recommended for effective school library programs. The following policy may be modified to reflect state program standards that ~~the district chooses to implement~~.

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can ~~help raise~~inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges, and contribute to the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and prepare students to become lifelong learners.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and ~~how~~the distribution of funds ~~will be distributed~~ to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

CSBA NOTE: The following optional section may be revised to reflect district practice. Pursuant to Education Code 18120, the Board may appoint one or more librarians to staff school libraries, provided they possess an appropriate credential issued by the Commission on Teacher Credentialing (CTC) as required by Education Code 44868 and 5 CCR 80053. This may include a teacher librarian services credential issued since January 1, 2008 or a library media teacher services credential issued prior to that date. In addition, 5 CCR 80024.6 establishes requirements for an emergency teacher librarian services permit that may be issued when there is an insufficient number of qualified certificated persons to fill available positions.

SBE model program standards recommend a ratio of one full-time teacher librarian per 785 students, plus assignment of a classified paraprofessional (e.g., library technician, library aide) at least 34 hours per week.

If the district does not employ any teacher librarians, it should modify this policy to reflect the position(s) that are assigned to fulfill the related duties.

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

CSBA NOTE: 5 CCR 80053 specifies the duties that any teacher librarian who possesses an appropriate credential or emergency permit from the CTC is authorized to perform. 5 CCR 80053.1 establishes a special class authorization which authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship. The district may revise ~~items~~Items #1-8 below to reflect the duties of teacher librarians included in district job descriptions.

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship

2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers

3. Select materials for school and district libraries

4. Develop and deliver staff development programs for school library services

5. Coordinate or supervise library programs at the school or district level

6. Plan and conduct a course of instruction for students who assist in the operation of school libraries

7. Supervise classified personnel assigned school library duties

8. Develop procedures for and management of the school and district libraries

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 35021, the district may not use volunteer aides in lieu of classified employees whose positions were abolished.

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

CSBA NOTE: The following paragraph is optional.

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

CSBA NOTE: The following optional section may be revised to reflect district practice. At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111.

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated ~~and selected~~ through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

CSBA NOTE: Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any book or other resource in a school library or (2) prohibit the use of any book or other resource in a school library. The Board may not refuse to approve the use of any book or other resource in a school library on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit the use of any book or other resource in a school library on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

For more information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078 (2023), requires CDE to issue, no later than July 1, 2025, guidance regarding

how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or 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 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

~~Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.~~

~~**Fees**~~

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited use of any book or other resource in a school library as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 – Complaints Concerning Instructional Materials and Board Policy 1312.3 – Uniform Complaint Procedures, as applicable.

Fees

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

CSBA NOTE: Pursuant to 5 CCR 16042, the district shall not charge students for the late return of library materials unless authorized to do so by the Board. The district should select the option below that reflects district practice. Option 2 may be modified to include the amount that will be charged.

OPTION 1: (No late fees)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

OPTION 1 ENDS HERE

OPTION 2: (Late fees charged)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

OPTION 2 ENDS HERE

Library Instruction

CSBA NOTE: In September 2010, ~~the~~ SBE adopted model academic standards for library instruction which address what students should know and be able to do at each grade level or grade span in terms of information literacy skills. The introduction to the standards expresses the intent that the standards be taught collaboratively by the classroom teacher and the teacher librarian within the context of the curriculum. The following optional section reflects the four major categories addressed in the state standards and may be revised to reflect district practice.

~~The~~ SBE has also developed a document identifying examples of where the library instruction standards are aligned with Common Core State Standards. ~~See the California Department of Education's (CDE) web site.~~ See CDE's website.

Teacher librarians and/or classroom teachers shall provide library instruction to ~~develop~~support the development of students' information literacy skills. Such instruction shall be aligned with the state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources

2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry

3. Organize, synthesize, create, and communicate information

4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

Program Evaluation

CSBA NOTE: The following optional section may be revised to reflect district practice. The district may use an assessment tool such as the CDE's, "Looking at the School Library: An Evaluation Tool," or may develop its own program evaluation indicators or checklist.

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day

2. The process and frequency by which students are allowed to check out library materials

3. Staffing levels, qualifications, and number of hours worked

4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year

5. Any special programs offered at the school to encourage reading and/or library use

6. The adequacy of the facility space and equipment designated for the school library

7. The source(s) and adequacy of funding for school libraries

8. Knowledge by principals, teachers, and library personnel of the process to follow when a library material(s) is challenged

CSBA NOTE: Education Code 18122 requires districts to annually report to ~~the~~ CDE on the condition of ~~their~~district school libraries. This survey is conducted online via ~~the~~ CDE's ~~web site~~website.

The district shall, on or before August 31 each year, report to the ~~CDE~~California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 16040-16043	School libraries

5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	Coordination of district library services by county superintendent
Ed. Code 1770-1775	Provision of library services by county superintendent
Ed. Code 18100-18203	School libraries
Ed. Code 18300-18571	Union high school district/unified school district libraries
Ed. Code 19335-19336	Reading Initiative Program; recommended books
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 35021	Volunteer aides
Ed. Code 44868-44869	Qualifications and employment of library media teachers
Ed. Code 45340-45349	Instructional aides
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60040 - 60052	Requirements for instructional materials

Management Resources	**Description**
California Department of Education Publication	Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS~~),~~) for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012
California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003

California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010 ~~(includes standards for student instruction as well as program standards)~~
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services
Website	American Association of School Libraries
Website	California Department of Education, Curriculum and Instruction Resources (https://www.cde.ca.gov/ci/cr/)
Website	California Department of Education, School Libraries
Website	California School Library Association
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0200	Goals For The School District
0400	Comprehensive Plans
0410	Nondiscrimination in District Programs and Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1240	Volunteer Assistance
1240	Volunteer Assistance

1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
3260	Fees And Charges
3260	Fees And Charges
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4112.2	Certification
4112.2	Certification
4113	Assignment
4113	Assignment
4131	Staff Development
4132	Publication Or Creation Of Materials
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4232	Publication ~~Or~~or Creation ~~Of~~of Materials
4331	Staff Development

4332	Publication ~~Or~~or Creation ~~Of~~of Materials
5125.2	Withholding Grades, Diploma Or Transcripts
5145.3	Nondiscrimination/Harassment
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
7110	Facilities Master Plan

Policy 6163.1: Library Media Centers

Status: ADOPTED

Original Adopted Date: 07/11/2019 **| Last Reviewed Date:** 07/11/2019

The Board of Education recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

Staffing

The Superintendent or designee may assign Instructional Media Resource Aide (IMRA) to perform the following duties: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship

2. Coordinate school library programs with the district's instructional programs through collaboration with teachers

3. Select materials for school and district libraries

4. Coordinate library programs at the school or district level

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays.

Selection and Evaluation of School Library Materials

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

Library Instruction

The Instructional Media Resource Aide (IMRA) may provide support to teachers, administrators and other staff by identifying instructional materials that will aid in the development of curriculum and instruction activities and by providing information about effective and ethical uses of school library services and equipment.

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day

2. The process and frequency by which students are allowed to check out library materials

3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries

The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

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

State References	Description
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5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	Coordination of district library services by county superintendent - https://simbli.eboardsolutions.com/SU/gqFAuVm0McLwcD6Kjplus6c6g==
Ed. Code 1770-1775	Provision of library services by county superintendent - https://simbli.eboardsolutions.com/SU/poJMIGj2X7503XbrxaEeeg==
Ed. Code 18100-18203	School libraries - https://simbli.eboardsolutions.com/SU/gEKFVCshY2uysLTMWE06ug==
Ed. Code 18300-18571	Union high school district/unified school district library district - https://simbli.eboardsolutions.com/SU/gqzBaNlEZd2AhLH3fcM5nQ==
Ed. Code 19335-19336	Reading Initiative Program; recommended books - https://simbli.eboardsolutions.com/SU/2gs8mplusJvKJDysplus52tPsdnQ==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 35021	Volunteer aides - https://simbli.eboardsolutions.com/SU/phHEuKyz5zHWFslshD0UPLofg==
Ed. Code 44868-44869	Qualifications and employment of library media teachers - https://simbli.eboardsolutions.com/SU/ExuslshqmeslshmrL9IPMkfplus3Kbw==
Ed. Code 45340-45349	Instructional aides - https://simbli.eboardsolutions.com/SU/ZewEnmUIwNuv3WapgPmX5Q==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==

Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvcW7IFg8Emtw==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==

Management Resources References	Description
California Department of Education Publication	Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012 - https://simbli.eboardsolutions.com/SU/RFRprwlPw1XebcpuCdetBA==
California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010 - https://simbli.eboardsolutions.com/SU/GrblQxblbihyCEKVSabT2A==
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	American Association of School Libraries - https://simbli.eboardsolutions.com/SU/fcbluXyJ1dU1kIZBCaJ3SA==
Website	California Department of Education, School Libraries - https://simbli.eboardsolutions.com/SU/8trDslshQrplusqxjkOfgWAjUCbQ==
Website	California School Library Association - https://simbli.eboardsolutions.com/SU/9FsuFcveK90e6rKzsEEW6A==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Department of Education, Curriculum and Instruction Resources - https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZIe111WmbX10Vg==

Cross References	Description
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/VlhslshSaGqXuTsCMKpG2plusbSQ==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/veO4Rr85XlDZTxlpfL2ugw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/ngt3fUOS2yQJJKmjn5yXsQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/pQFMLE2xTmKnIHxqp09IZg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/8GGUCwMWIfx8fLz6Ngpn3w==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/axwazcjjKskSaxTplusJVK3HA==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ctUEAMl5LG7fhlhBosO10A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/bNM83O154Fe5slshi3ubUeINg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/cDgdwl1j9pYAV4p5F786Rg==

1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/AEEKECijKNmVMzEslshyCbIkw==
1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/kULyVExq5jmffOk5YNKJQw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/6YK5NnnN8ixS9KaVUY9VtA==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/RJT1ZA7mYf5cFplusxhlsOFHw==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fwwslshKKNNJQPHBSr8eBRx3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/UGQ3MTIOD95Pe5BM5khuuw==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BOLiBEOnqWtridjdcLu7mw==
1312.4-E PDF(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mc8TAySPJlIM6slshnaHBT34w==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bCevdtr1it1VFkmq39Wfmw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/Q9uum7Qie1RKlnyyMCvRYA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WkUrNM2FzVVkLqFLyxiZng==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/4jRHUfaUfv4zxjwR1ydrpA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Rd2EzAo5Lxplusf6Cg370zXgw==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/SZFqSD5qqUtFNBzslshcplusKhZg==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/lG5lslshMzQ0JfEYdyLngDxHQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/TXCclHAPO4AvqlRkslshIGT6g==
3311	Bids - https://simbli.eboardsolutions.com/SU/jHXslshhuH1ODO42bslshtBiWLmQ==

4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4113	Assignment - https://simbli.eboardsolutions.com/SU/8TGgSGrhlGDT3a1Y0kfN5A==
4113	Assignment - https://simbli.eboardsolutions.com/SU/WslshslsheslshYeJGKmOdpUu98PFTw==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/52emsslshp67h2WsdOEvrslshMFw==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/R8I3V22slshv8L1TDQ3ILl3wg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/L8yP6LVj9KCY0vQ8PORzvA==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/r3FjtcyWYRzoggplusAxgZfEw==
5125.2	Withholding Grades, Diploma Or Transcripts - https://simbli.eboardsolutions.com/SU/M4t47S8KUTzSplusIPyMLI2Aw==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/Umla1mELChYcbrZx1VMNEg==
6142.2	World Language Instruction - https://simbli.eboardsolutions.com/SU/AzmModnV3vLslshJn02pEnzBw==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/9Oplus8QiiLFz8iEtY1xQwVXA==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/jHkplusBplusnL6sM6K6C8Zc5KUw==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/2kHeob8oTQU4G54jdJKp4w==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/xhknp1IXRU0NUSvhv7ZgWg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6154	Homework/Makeup Work - https://simbli.eboardsolutions.com/SU/XealqCO2BZYtoBjuJBLRQA==

6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/mWb9IvvH6slshMHiuYlplusyQirQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/a6gvhYc5ofr1YciT7T4pluspA==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/PLG8plus3O6AvdCDiuFbYKWnA==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/qjuUyEwp6S6FOWflAzTP7w==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/VoppNbk4pBgl2gPK2huvrQ==
6163.4-E PDF(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/cMfYbPZNNyLJKpE7JPMKxg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Mr1vH6nbOnhmz7Fd4jenxg==

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 11/01/2003 | **Last Revised Date:** ~~03~~12/01/~~2021~~2023 | **Last Reviewed Date:** ~~03~~12/01/~~2021~~2023

CSBA NOTE: The following optional policy may be revised to reflect district practice.

The U.S. Surgeon General's 2023 advisory, "Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community," emphasizes the critical role that social connection plays in individual and societal health and well-being, and provides recommendations for how to address the consequences when there is a lack of social connection. Because schools play an important role in facilitating positive social connection, the advisory includes specific actions districts can implement, which include (1) developing a strategic plan for school connectedness and social skills with benchmark tracking, (2) building social connection into the health curriculum, (3) implementing socially based educational techniques, and
(4) creating a supportive school environment.

In its 2023 advisory, "Social Media and Youth Mental Health," the U.S. Surgeon General describes the positive and negative impacts of social media on children and adolescents, including the impact on mental health and well-being, and recommends that schools develop, implement, and evaluate digital and media literacy curriculum to provide students and staff with the skills to strengthen digital resilience.

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students. The district's health education program shall be part of a coordinated school health system which recognizes that mental health and social connection are critical to student's overall health, well-being, and academic success, supports the physical, mental, and social well-being of students, reflects the importance of digital and media literacy, and is linked to district and community services and resources.

CSBA NOTE: 42 USC 1758b requires each district participating in the National School Lunch program (42 USC 1751-1769j) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1793), including the School Breakfast Program, to adopt a districtwide school wellness policy, which includes goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. See BP 5030 - Student Wellness for language fulfilling this mandate.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other school-based activities that promote student well-being.

CSBA NOTE: Education Code 51925 requires districts that offer health education courses to middle or high school students to include mental health instruction, as specified. For more information on the requirements of mental health instruction, see the accompanying administrative regulation and AR 6143 – Courses of Study.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 – Courses of Study.

CSBA NOTE: The following optional paragraph should be revised as necessary to reflect grade levels offered by the district. Education Code 51210 requires that the adopted course of study for grades 1-6 include instruction in health, including instruction in the principles and practices of individual, family, and community health. Education Code 51202 requires that certain health-related topics be addressed at the appropriate elementary and secondary grade levels and in appropriate subject areas, as determined by the district.

Education Code 51934 requires that districts provide comprehensive sexual health education and HIV prevention instruction, at least once in middle school or junior high school and at least once in high school, by instructors trained in the appropriate courses. Education Code 51934 also authorizes, but does not require, districts to provide age-appropriate comprehensive sexual health education prior to grade 7 on any of the topics specified in Education Code 51934. See AR 6143 - Courses of Study and BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

Additionally, Education Code 51900.6 authorizes districts to provide age-appropriate instruction in grades K-12 in sexual abuse and sexual assault awareness and prevention pursuant to content standards developed by the State Board of Education (SBE), provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians. SBE has not yet adopted content standards regarding sexual abuse and sexual assault awareness and prevention. Also see BP 5141.4 - Child Abuse Prevention and Reporting.

The California Department of Education's publication, "Health Education Framework for California Public Schools, Kindergarten through Grade Twelve," provides nonprescriptive instructional guidance and support to California teachers, administrators, curriculum specialists, other educators, and school boards for implementation of the voluntary health education standards, which include the following six content areas: nutrition and physical activity; growth, development, and sexual health; injury prevention and safety; alcohol, tobacco, and other drugs; mental, emotional, and social health; and personal and community health.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 51890 defines a "comprehensive health education program" as one that includes community participation in the teaching of health, including classroom participation by practicing professional health and safety personnel in the community. Education Code 51891 defines "community participation" as active participation in the planning, implementation, and evaluation of comprehensive health education by parents/guardians, practicing health care and public safety personnel, and public and private health care and service agencies.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

CSBA NOTE: The following optional paragraph should be revised to reflect indicators agreed upon by the Governing Board and Superintendent for evaluating the district's health education program.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection
Ed. Code 49413	First aid and cardiopulmonary resuscitation training
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51210.8	Health education curriculum
Ed. Code 51220.5	Parenting skills; areas of instruction
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Ed. Code 51260-51269	Drug education
Ed. Code 51513	Personal beliefs
Ed. Code 51880-51881.5	Health education; legislative findings and intent

Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Ed. Code 51913	District health education plan
Ed. Code 51920	Inservice training; health education
Ed. Code 51925-51929	Mandatory mental health education and in-service
training Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 67386	Student safety; affirmative consent standard
Ed. Code 8850.5	Family relationships and parenting education

Federal	**Description**
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act

Management Resources	**Description**
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 (https://www.hhs.gov/sites/default/files/surgeon-general- social-connection-advisory.pdf)
US Dept of Health and Human Services Publication	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 (https://www.hhs.gov/sites/default/files/sg-youth-mental- health-social-media-advisory.pdf)
~~American Association For~~Society of Health ~~Ed~~and Physical Educators Publication	National Health Education Standards: Achieving Excellence, rev. November 2012 (https://www.shapeamerica.org/standards/health/)
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019 (https://www.cde.ca.gov/ci/he/cf/documents/healthedframework2019.pdf)
California Department of Education Publication	Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008 (https://www.cde.ca.gov/be/st/ss/documents/healthstandmar08.pdf)
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs

/201408_GBHealthyRelationships.ashx?la=en&rev=c7eca3dd0da24d4293ce675bb6463f8d)

CSBA Publication	Integrating Physical Activity into the School Day, April 2016 (https://www.csba.org/~/media/C038AF12929B41A589591B854610B809.ashx)
CSBA Publication	Preventing Catastrophic Health Illness, Governance Brief, July 2018 (https://www.csba.org/GovernanceAndPolicyResources/~/media/CSBA/Files/GovernanceResources/GovernanceBriefs/20180 7PreventingCatastrophicHeatIllness.ashx)
CSBA Publication	The Impact of Marijuana Legalization on K-12: The Effect of Marijuana on the Brain, November 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201811MarijuanaImpact-TheBrain.ashx?la=en&rev=419e95b4dc064075a7e14e36ad67b5fc)
CSBA Publication	Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/05152019_CSBAStudentMentalHealthBrief.ashx?la=en&rev=8a4db2e891cd4aef817d6e60c283c14e)
CSBA Publication	Sun Safety in Schools, Policy Brief, July 2006 (https://www.csba.org/GovernanceAndPolicyResources/DistrictPolicyServices/~/media/CSBA/Files/GovernanceResources/PolicyNews_Briefs/StudentHealth/SunSafety/2006_07_PolicyBrief_SunSafetyInschools.ashx)
CSBA Publication	Asthma Management in the Schools, Policy Brief, March 2008 (https://csba.org/-/media/CSBA/Files/GovernanceResources/PolicyNews_Briefs/StudentHealth/Asthma/2008_03_PolicyBrief_AsthmaMgmt.ashx?la=en)
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 (https://www.csba.org/~/~/media/B5947DF3DE58432C9B038C9C38360684.ashx)
CSBA Publication	Integrating Oral Health into School Health Programs and Policies, May 2010 (https://www.csba.org/EducationIssues/EducationIssues/~/-/media/Files/EducationIssues/Wellness/201005_OralHealthGuide2.ashx)
CSBA Publication	Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, November 2008

(http://www.csba.org/EducationIssues/EducationIssues/~ /-

	/media/Files/Services/PolicyServices/PolicyBriefs/11-08_OralHealth_PB.ashx)
CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/EducationIssues/ConditionsofChildren/201211MonitoringForSuccess.ashx?la=en&rev=90a8b252b84a4e80b2ebd6c1a6899865)
Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019 (https://assets2.hrc.org/files/assets/resources/YouthReport- California-Final.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Human Rights Campaign Foundation
Website	National Center for Health Education
Website	National Hearing Conservation Association
Website	California Subject Matter Project, Physical Education-Health Project
Website	Center for Injury Prevention Policy and Practice
Website	American School Health Association
Website	California Association of School Health Educators
Website	California Department of Education, Health Education
Website	California Department of Public Health
Website	California Healthy Kids Resource Center
Website	Centers for Disease Control and Prevention
Website	CSBA
Website	SHAPE America, Society of Health and Physical Educators (https://www.shapeamerica.org/)
Website	U.S. Department of Health and Human Services (https://www.hhs.gov/)

Cross References

Code	Description
0200	Goals For The School District
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan

0470	COVID-19 Mitigation Plan
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1240	Volunteer Assistance
1240	Volunteer Assistance
1325	Advertising And Promotion
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3513.4	Drug And Alcohol Free Schools
3514	Environmental Safety
3514	Environmental Safety
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3543	Transportation Safety And Emergencies
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3554	Other Food Sales
3554	Other Food Sales
4131	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5131	Conduct
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.62	Tobacco

5131.62	Tobacco
5131.63	Steroids
5131.63	Steroids
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.5	Mental Health
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5141.7	Sun Safety
5142	Safety
5142	Safety
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5145.3	Nondiscrimination/Harassment

5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.5	Environmental Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6145.2	Athletic Competition
6145.2	Athletic Competition
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.8	Research
6162.8	Research

6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6164.2	Guidance/Counseling Services
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program

6190 Evaluation Of The Instructional Program

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 07/11/2019 | **Last Revised Date:** 05/13/2021 | **Last Reviewed Date:** 05/13/2021

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State References	Description
5 CCR 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection - https://simbli.eboardsolutions.com/SU/rSqQeYYD8plusojFplusk888ePwA==
Ed. Code 49413	First aid and cardiopulmonary resuscitation training - https://simbli.eboardsolutions.com/SU/fhgozmu8wmppULgmGTOmplusA==
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001 - https://simbli.eboardsolutions.com/SU/Vbldc2N1RyrO8XDSzoAlsA==
Ed. Code 49490-49494	School breakfast and lunch programs - https://simbli.eboardsolutions.com/SU/slshkIEl45KMiS2Nfu5WXrIBA==
Ed. Code 49500-49505	School meals - https://simbli.eboardsolutions.com/SU/FITqIb6u5SI3slshWUX9h3NMw==
Ed. Code 51202	Instruction in personal and public health and safety - https://simbli.eboardsolutions.com/SU/NP7MTrAu9W1fh81YemxoaA==
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs - https://simbli.eboardsolutions.com/SU/jM3H8xPGplusgplus3VRZTS58jvw==

Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51210.8	Health education curriculum - https://simbli.eboardsolutions.com/SU/2QqulArGI5Ufslj6He5t5w==
Ed. Code 51220.5	Parenting skills; areas of instruction - https://simbli.eboardsolutions.com/SU/FsSmWyMXosnED5sYc7OCXw==
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation - https://simbli.eboardsolutions.com/SU/Mg8pHrrIYEqh6ahiCBvFhw==
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation - https://simbli.eboardsolutions.com/SU/GLen69yC9jrPIDy4VPCi3A==
Ed. Code 51260-51269	Drug education - https://simbli.eboardsolutions.com/SU/h7rXyYo2wIVf9ma4wCTocA==
Ed. Code 51513	Personal beliefs - https://simbli.eboardsolutions.com/SU/yeslshfEeHwG9yYR9UyjfdDIQ==
Ed. Code 51880-51881.5	Health education; legislative findings and intent - https://simbli.eboardsolutions.com/SU/O5T7Wzh4vREVSJI1rkGfNw==
Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions - https://simbli.eboardsolutions.com/SU/lbeD0slshyhVplusUgplusgy18MAFdw==
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction - https://simbli.eboardsolutions.com/SU/w0MArhGcmRcO5shJV8KWslshQ==
Ed. Code 51913	District health education plan - https://simbli.eboardsolutions.com/SU/o9pNfU4Vwwplus2Ybub9hGgAA==
Ed. Code 51920	Inservice training; health education - https://simbli.eboardsolutions.com/SU/1XUEOvRkR3BmA6y2OKmMqQ==
Ed. Code 51925-51929	Mandatory mental health education and in-service training - https://simbli.eboardsolutions.com/SU/gNtpmDFTplust3nVQglPKSkvg==
Ed. Code 51930-51939	California Healthy Youth Act - https://simbli.eboardsolutions.com/SU/mOrcbdGubVc76lTembQEDQ==
Ed. Code 67386	Student safety; affirmative consent standard - https://simbli.eboardsolutions.com/SU/pLSKaoyslshkdN1EEmSLL9DqA==
Ed. Code 8850.5	Family relationships and parenting education - https://simbli.eboardsolutions.com/SU/B0IazydZ5VFTaRo3ZxGOIg==

Federal References	**Description**
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act

Management Resources References	**Description**
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019 - https://simbli.eboardsolutions.com/SU/j2fEhm5EkmrfnhEegYfkRA==
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 - https://simbli.eboardsolutions.com/SU/j2fEhm5EkmrfnhEegYfkRA==
CSBA Publication	Integrating Oral Health into School Health Programs and Policies, May 2010 - https://simbli.eboardsolutions.com/SU/dIeSnRQI6MF9Xzj0slshsQq4A==

CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014 - https://simbli.eboardsolutions.com/SU/YGgOylMslsh0ySLMPn2RgEisA==
CSBA Publication	Integrating Physical Activity into the School Day, April 2016 - https://simbli.eboardsolutions.com/SU/PCQfKZOiYF5HHbbGaRYBZw==
CSBA Publication	Preventing Catastrophic Health Illness, Governance Brief, July 2018 - https://simbli.eboardsolutions.com/SU/9qM33plusejXshgHdMozLgoyg==
CSBA Publication	The Impact of Marijuana Legalization on K-12: The Effect of Marijuana on the Brain, November 2018 - https://simbli.eboardsolutions.com/SU/KZ3bv0o5MrLKvslsh9ilkhP9A==
CSBA Publication	Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019 - https://simbli.eboardsolutions.com/SU/5lG7RwfSLxPehqejh93CHg==
CSBA Publication	Sun Safety in Schools, Policy Brief, July 2006 - https://simbli.eboardsolutions.com/SU/m8XsRBslsho273ryZRp1oryqg==
CSBA Publication	Asthma Management in the Schools, Policy Brief, March 2008 - https://simbli.eboardsolutions.com/SU/E20X1ZDZHBLDnTctTGdFWQ==
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 - https://simbli.eboardsolutions.com/SU/jqJbUXRdQkDMZHGZqslshVIOA==
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CSBA Publication	Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, November 2008 - https://simbli.eboardsolutions.com/SU/yhfbsmPeeyxeZT0s9inmAQ==
Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019 - https://simbli.eboardsolutions.com/SU/IJqORRDiYtPwRGFksK9IbA==
Society of Health & Physical Educators Publication	National Health Education Standards: Achieving Excellence, rev. November 2012 - https://simbli.eboardsolutions.com/SU/bFslshKqomfD01wSui3pXuu6A==
US Department of Health and Human Services	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 - https://simbli.eboardsolutions.com/SU/5plus1qslsh2Aa27WfslshiTtbPYDOg==
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 - https://simbli.eboardsolutions.com/SU/oplusluJA7Tl2d5TmvHSbXHxQ==
Website	SHAPE America, Society of Health and Physical Educators - https://simbli.eboardsolutions.com/SU/FIHsh5MYLTTQ1LC5Tyi93g==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Human Rights Campaign Foundation - https://simbli.eboardsolutions.com/SU/jKYRNs9Uslshfn1UVWqzgPllQ==
Website	U.S. Department of Health and Human Services - https://simbli.eboardsolutions.com/SU/4moM6wFhrVMvKDjOdGOMzw==
Website	American School Health Association - https://simbli.eboardsolutions.com/SU/xbFajmJTnqHCplusPvz3KmxVQ==
Website	California Association of School Health Educators - https://simbli.eboardsolutions.com/SU/slshJunLs9DKzWmdhUUzQXqhw==
Website	California Department of Education, Health Education - https://simbli.eboardsolutions.com/SU/RZQSMLKDFaslshEyEB23OWZCQ==
Website	National Center for Health Education - https://simbli.eboardsolutions.com/SU/hln4hkQ99nyJXFEzrgLJWw==

Website	National Hearing Conservation Association - https://simbli.eboardsolutions.com/SU/7tMEcYWajQ8WzRWT1oq6tw==
Website	California Subject Matter Project, Physical Education-Health Project - https://simbli.eboardsolutions.com/SU/JhoVqUAO7Lit3YjxaawGVQ==
Website	Center for Injury Prevention Policy and Practice - https://simbli.eboardsolutions.com/SU/4NO39Fslsh5L6SPD2CrZZavWw==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/Gfx4spY2pCn7TBGiShp9oA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==
Website	California Healthy Kids Resource Center - https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==

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0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/VlhslshSaGqXuTsCMKpG2plusbSQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPIpmLjio2ptoA==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/AEEKECijKNmVMzEslshyCbIkw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/WaWZslshVX95yzHAlbehiHplusplusw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/zP9eNCslshlhcPcKReyWt0R0w==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/NdfFmK3KRDWa7ZhbLQia8g==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/Cu123BsR1bAb3SyPE1fbpA==
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3513.4	Drug And Alcohol Free Schools - https://simbli.eboardsolutions.com/SU/RsyNOO67E9LtdDgFPQwcig==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/axGpVjdPOgNZrBMZBQtiFQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/n7CuOUfbHIaAcCzD0HsiyA==

3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshI1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/72ffBe4oMFnJcz8LZiau0A==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/kcOX6SlPfyxWNeRTpX9plusfQ==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/POLxjZdR0CP3GapblIBHwg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshWYDlkeWFYgAPyDeQlHP1g==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/R3U5JpeaoplusoVTWmp6aTfsw==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/E8TLBAkmlZNslsh64KyfXgj4A==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/X6d0PiFilH2zk2K5JdazDg==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5131	Conduct - https://simbli.eboardsolutions.com/SU/xIZ9Gc1UILhCCQT5CCGHtg==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/kWRplusbnOoZSIWwJmVGTs0Zw==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/O9dpMNxs57RsmdEMWPQ4slshw==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/2fZOgaza7FWB0KouzttxEA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/eP7p7amj6UOAQB1iaTOjdw==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/HVJ3whplusWmlRf3r0CZdyxmQ==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/lTUqleslshUZvmhzwogt8P3Ww==
5131.63	Steroids - https://simbli.eboardsolutions.com/SU/J4LEgbrzXslshOrmhXW7jYB2w==
5131.63	Steroids - https://simbli.eboardsolutions.com/SU/2gmOHplusToEXsplusODKDqT2DCA==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/q3DyJG1cykCEbvwrC4GFrw==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/2SKcqtAzQIvlXs6uFEYUKQ==

5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/XT46XMcmU8mJQZPC1xpMfQ==
5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/slshplusvMQK2l4plusWZA4Xslsht0nhOA==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/LUPslsh3GOwWlPrzOFht6vpluskg==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/wzslshxB5PWuGpSLScMjslshssMQ==
5141.3	Health Examinations - https://simbli.eboardsolutions.com/SU/ewTnhBtGxKGHkbFm3NatBg==
5141.3	Health Examinations - https://simbli.eboardsolutions.com/SU/WEhomHRqaulxRf1emZz0dw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/jgOyR5ZG6oxquyYQgJUHxw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/1KEcWg3tdaMSHap3A6rQlA==
5141.32	Health Screening For School Entry - https://simbli.eboardsolutions.com/SU/nXFGAIcdg5TseX0vSC3nyw==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/oQ5qkpluswaNVsZFi4HHMlfwg==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/VjM4FfQvrAXs7V14zIU8TQ==
5141.5	Mental Health - https://simbli.eboardsolutions.com/SU/KFVjKw6enslsh1OuslshoaFXoqng==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/QplusOL6joc2O14TslshRuGXoemA==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/lcKgoSUplusCplusNw4UpTQRdl0A==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/2T1mTLq74Hq2gHTob4plusDOw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/jpuGyewodYDUcXq6Y5mRKA==
5142	Safety - https://simbli.eboardsolutions.com/SU/Zf7AUTrAnjmLnQuZK2mjgQ==
5142	Safety - https://simbli.eboardsolutions.com/SU/XlYXXqDLbmy3WlSNggNiYQ==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/vl7cy4RIBaDtplusP12GldslshAQ==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/plusBslshDDQgasdietQdfridslshrQ==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==

5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/l8t8YmbBtflYImdwbnRbEw==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PKu1VD5F78ewJR2U04xZ7Q==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/LbSSlk56JLiE1txjsSaa7g==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/8plusPaMuEXplusYBmiXwqhtmFslshA==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/JBsAJao0anM9hZYuqfNMbA==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/oRdaYJ0PZupluswKIRwxLTaCQ==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/bxdO02orcknVGTfpbSK9vw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/hbGCDAbQPplusslshdSybFLnA10Q==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/AjyYJSIWle0X1X9aYsrxDA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/0rtplusMzx8L8UZ1Qslsht9ctTsA==
6145.8	Assemblies And Special Events - https://simbli.eboardsolutions.com/SU/U6lw6H1o83WmTwxhTnHdlw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6162.8	Research - https://simbli.eboardsolutions.com/SU/VVUcDNCTZ4hCGz2ndBe7plusg==
6162.8	Research - https://simbli.eboardsolutions.com/SU/GufhYU14PASzIBv7KiDMfw==

6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/VoppNbk4pBgl2gPK2huvrQ==
6163.4-E PDF(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/cMfYbPZNNyLJKpE7JPMKxg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==

Regulation 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 11/01/2003 | **Last Revised Date:** ~~03~~12/01/~~2021~~2023 | **Last Reviewed Date:** ~~03~~12/01/~~2021~~2023

Content of Instruction

~~CSBA NOTE:~~CSBA NOTE: Education Code 51202 requires districts to teach certain health-related topics at the "appropriate elementary and secondary grade levels." Items #1-6 below reflect six content areas delineated in the voluntary content standards for health education adopted by the State Board of Education (SBE) in March 2008. , and included in the publication, "Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve." The district may revise the following list to reflect the topics to be addressed in the district's program.

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs

CSBA NOTE: Education Code 51934 requires that districts provide comprehensive sexual health education and HIV prevention instruction, at least once in middle school or junior high school and at least once in high school, by instructors trained in the appropriate courses. Education Code 51934 also authorizes, but does not require, districts to provide age-appropriate comprehensive sexual health education prior to grade 7 on any of the topics specified in Education Code 51934. See AR 6143 - Courses of Study and BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

Education Code 51900.6 authorizes districts to provide age-appropriate instruction in grades K-12 in sexual abuse and sexual assault awareness and prevention pursuant to content standards developed by SBE, provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians. SBE has not yet adopted content standards regarding sexual abuse and sexual assault awareness and prevention. Also see BP 5141.4 - ~~Child Abuse Prevention and Reporting~~.

2. Human growth, development, and sexual health

CSBA NOTE: The optional paragraph under ~~item~~Item #3 below includes examples of topics that are addressed in the state content standards within the content area of injury prevention and safety.

3. Injury prevention and safety

   Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and

harassment, emergency procedures, and Internet safety.
, and as required by law.

CSBA NOTE: Education Code 51925 requires districts that offer health education courses to middle or high school students to include mental health instruction, as specified. For more information on the requirements of mental health instruction see 6143 – Courses of Study.

4. Mental, emotional, and social health

Health education courses offered to middle and/or high school students shall include mental health instruction that meets the requirements of Education Code 51925-51927, as specified in Administrative Regulation 6143 – Courses of Study.

5. Nutrition and physical activity

CSBA NOTE: The optional paragraph under ~~item~~Item #6 below includes examples of topics that are addressed in the state content standards within the content area of personal and community health.

6. Personal and community health

~~6.~~ Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, vision and hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases, and the effect of behavior on the environment, and as required by law.

CSBA NOTE: Items #1-6 below combine eight "overarching standards" described in the state content standards as essential concepts and skills to be taught to students.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
5. The ability to practice behaviors that reduce risk and promote health
6. The ability to promote and support personal, family, and community health

High School Health Education

CSBA NOTE: The following section is for use by districts that serve students in grades 9-12 and require a course in health education as a requirement for graduation from high school. Pursuant to Education Code 51225.36, districts that require a course in health education for graduation from high school must include instruction in sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386. In addition, pursuant to Education Code 51225.6, districts that require a course in health education for graduation from high school must include instruction in performing compression-only cardiopulmonary resuscitation, as specified.

Whenever the Board requires a course in health education for graduation from high school, the district's high school health education course(s) shall include instruction in:

1. Sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386. When delivering such instruction, teachers shall consult information related to sexual harassment and violence in the Health Education Framework for California Public Schools. (Education Code 51225.36)

2. Compression-only cardiopulmonary resuscitation (CPR), which is based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR and includes instruction relative to the psychomotor skills necessary to perform compression-only CPR. (Education Code 51225.6)

Students Excused from Health Instruction

Upon written request from a parent/guardian, a student shall be excused from any part of health instruction that conflicts with the student's religious training and beliefs, including personal moral convictions. (Education Code 51240)

CSBA NOTE: Pursuant to Education Code 51938, a student's parent/guardian has the right to excuse the student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The district may not require active parental consent ("opt-in") for such purpose. The district's notice to parents/guardians regarding planned instruction for the school year in the area of comprehensive sexual health education and HIV prevention education must include notification of the right to excuse a student from such education by written request to the district. See BP/E 5145.6 - Parental Notifications and BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

The "opt-out" right described above only applies to comprehensive sexual health education, HIV prevention education, and related assessments, and does not apply to instruction, materials, presentations, and programming that discuss the topics specified in Education Code 51932.

The district shall excuse a student from instruction in comprehensive sexual health education and HIV prevention education if the student's parent/guardian requests in writing that the student be excused. However, pursuant to Education Code 51932, such parental request shall not excuse a student from instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions. (Education Code 51938)

CSBA NOTE: Pursuant to Education Code 51900.6, districts that provide instruction in sexual abuse and sexual assault awareness and prevention are required to excuse students whose parent/guardian has made a written request. The following paragraph is for districts that provide instruction in sexual abuse and/or sexual assault awareness and prevention.

In addition, the district shall excuse a student from instruction in sexual abuse and/or sexual assault awareness and prevention if the student's parent/guardian requests in writing that the student be excused. (Education Code 51900.6)

CSBA NOTE: Pursuant to Education Code 51513, districts may not administer exams, surveys, or questionnaires containing questions about a student's or a student's family's personal beliefs or practices in sex, family life, morality, and religion unless the student's parent/guardian is notified in writing of such administration and has provided prior written consent. See AR 5022 - Student and Family Privacy Rights.

The district shall not administer any exam, survey, or questionnaire which contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. (Education Code 51513)

CSBA NOTE: Notwithstanding Education Code 51513, Education Code 51938 authorizes anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex, to students in grades 7-12. Parents/guardians have the right to excuse their child from such research and evaluations through a passive ("opt-out") process and may not be required to provide active ("opt-in") consent. The district is required to notify parents/guardians of the test, questionnaire, or survey to be administered, given the opportunity to review such research or evaluation tool, and notified of their right to excuse their child by making such request in writing to the district. The following paragraph is for use by districts that serve students in any of grades 7-12 and should be deleted by districts that do not serve such students.

However, the district may administer anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex, as long as parents/guardians are notified of the right to request in writing that the student be excused from participation. A student shall be excused from participating in any such research or evaluation tools if the student's parent/guardian requests in writing to excuse the student from participation. (Education Code 51938)

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative

2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in

compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection
Ed. Code 49413	First aid and cardiopulmonary resuscitation training
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51210.8	Health education curriculum
Ed. Code 51220.5	Parenting skills; areas of instruction
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Ed. Code 51260-51269	Drug education
Ed. Code 51513	Personal beliefs
Ed. Code 51880-51881.5	Health education; legislative findings and intent
Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Ed. Code 51913	District health education plan

Ed. Code 51920	Inservice training; health education
Ed. Code 51925-51929	Mandatory mental health education and in-service
training Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 67386	Student safety; affirmative consent standard
Ed. Code 8850.5	Family relationships and parenting education

Federal	**Description**
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act

Management Resources	**Description**
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 (https://www.hhs.gov/sites/default/files/surgeon-general- social-connection-advisory.pdf)
US Dept of Health and Human Services Publication	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 (https://www.hhs.gov/sites/default/files/sg-youth-mental- health-social-media-advisory.pdf)
~~American Association For~~Society of Health ~~Ed~~and Physical Educators Publication	National Health Education Standards: Achieving Excellence, rev. November 2012 (https://www.shapeamerica.org/standards/health/)
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019 (https://www.cde.ca.gov/ci/he/cf/documents/healthedframework2019.pdf)
	Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008 (https://www.cde.ca.gov/be/st/ss/documents/healthstandmar08.pdf)
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201408_GBHealthyRelationships.ashx?la=en&rev=c7eca3dd0da24d4293ce675bb6463f8d)
CSBA Publication	Integrating Physical Activity into the School Day, April 2016 (https://www.csba.org/~/media/C038AF12929B41A589591B854610B809.ashx)

CSBA Publication	Preventing Catastrophic Health Illness, Governance Brief, July 2018 (https://www.csba.org/GovernanceAndPolicyResources/~/media/CSBA/Files/GovernanceResources/GovernanceBriefs/20180807PreventingCatastrophicHeatIllness.ashx)
CSBA Publication	The Impact of Marijuana Legalization on K-12: The Effect of Marijuana on the Brain, November 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201811MarijuanaImpact-TheBrain.ashx?la=en&rev=419e95b4dc064075a7e14e36ad67b5fc)
CSBA Publication	Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/05152019_CSBAStudentMentalHealthBrief.ashx?la=en&rev=8a4db2e891cd4aef817d6e60c283c14e)
CSBA Publication	Sun Safety in Schools, Policy Brief, July 2006 (https://www.csba.org/GovernanceAndPolicyResources/DistrictPolicyServices/~/media/CSBA/Files/GovernanceResources/PolicyNews_Briefs/StudentHealth/SunSafety/2006_07_PolicyBrief_SunSafetyInschools.ashx)
CSBA Publication	Asthma Management in the Schools, Policy Brief, March 2008 (https://csba.org/-/media/CSBA/Files/GovernanceResources/PolicyNews_Briefs/StudentHealth/Asthma/2008_03_PolicyBrief_AsthmaMgmt.ashx?la=en)
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 (https://www.csba.org/~/~/media/B5947DF3DE58432C9B038C9C38360684.ashx)
CSBA Publication	Integrating Oral Health into School Health Programs and Policies, May 2010 (https://www.csba.org/EducationIssues/EducationIssues/~/-/media/Files/EducationIssues/Wellness/201005_OralHealthGuide2.ashx)
CSBA Publication	Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, November 2008 (http://www.csba.org/EducationIssues/EducationIssues/~/-

	/media/Files/Services/PolicyServices/PolicyBriefs/11-08_OralHealth_PB.ashx)
CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/EducationIssues/ConditionsofChildren/201211MonitoringForSuccess.ashx?la=en&rev=90a8b252b84a4e80b2ebd6c1a6899865)
Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019 (https://assets2.hrc.org/files/assets/resources/YouthReport- California-Final.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Human Rights Campaign Foundation
Website	National Center for Health Education
Website	National Hearing Conservation Association
Website	California Subject Matter Project, Physical Education-Health Project
Website	Center for Injury Prevention Policy and Practice
Website	American School Health Association
Website	California Association of School Health Educators
Website	California Department of Education, Health Education
Website	California Department of Public Health
Website	California Healthy Kids Resource Center
Website	Centers for Disease Control and Prevention
Website	CSBA
Website	SHAPE America, Society of Health and Physical Educators (https://www.shapeamerica.org/)
Website	U.S. Department of Health and Human Services (https://www.hhs.gov/)

Cross References

Code	Description
0200	Goals For The School District
0415	Equity

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1240	Volunteer Assistance
1240	Volunteer Assistance
1325	Advertising And Promotion
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3513.4	Drug And Alcohol Free Schools
3514	Environmental Safety
3514	Environmental Safety
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3543	Transportation Safety And Emergencies
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3554	Other Food Sales
3554	Other Food Sales
4131	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5131	Conduct

5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.62	Tobacco
5131.62	Tobacco
5131.63	Steroids
5131.63	Steroids
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.5	Mental Health
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5141.7	Sun Safety
5142	Safety
5142	Safety

5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.5	Environmental Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6145.2	Athletic Competition
6145.2	Athletic Competition
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials

6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.8	Research
6162.8	Research
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6164.2	Guidance/Counseling Services
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6190	Evaluation Of The Instructional Program

Regulation 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 07/11/2019 | **Last Revised Date:** 05/13/2021 | **Last Reviewed Date:** 05/13/2021

Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs
2. Human growth, development, and sexual health
3. Injury prevention and safety

   Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and harassment, emergency procedures, and Internet safety.
4. Mental, emotional, and social health
5. Nutrition and physical activity
6. Personal and community health

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
5. The ability to practice behaviors that reduce risk and promote health
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2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs.

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State References	Description
5 CCR 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection - https://simbli.eboardsolutions.com/SU/rSqQeYYD8plusojFplusk888ePwA==
Ed. Code 49413	First aid and cardiopulmonary resuscitation training - https://simbli.eboardsolutions.com/SU/fhgozmu8wmppULgmGTOmplusA==
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001 - https://simbli.eboardsolutions.com/SU/Vbldc2N1RyrO8XDSzoAlsA==
Ed. Code 49490-49494	School breakfast and lunch programs - https://simbli.eboardsolutions.com/SU/slshkIEI45KMiS2Nfu5WXrIBA==
Ed. Code 49500-49505	School meals - https://simbli.eboardsolutions.com/SU/FITqIb6u5SI3slshWUX9h3NMw==
Ed. Code 51202	Instruction in personal and public health and safety - https://simbli.eboardsolutions.com/SU/NP7MTrAu9W1fh81YemxoaA==
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs - https://simbli.eboardsolutions.com/SU/jM3H8xPGplusgplus3VRZTS58jvw==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51210.8	Health education curriculum - https://simbli.eboardsolutions.com/SU/2QqulArGI5Ufslj6He5t5w==
Ed. Code 51220.5	Parenting skills; areas of instruction - https://simbli.eboardsolutions.com/SU/FsSmWyMXosnED5sYc7OCXw==
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation - https://simbli.eboardsolutions.com/SU/Mg8pHrrIYEqh6ahiCBvFhw==
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation - https://simbli.eboardsolutions.com/SU/GLen69yC9jrPIDy4VPCi3A==

Ed. Code 51260-51269	Drug education - https://simbli.eboardsolutions.com/SU/h7rXyYo2wIVf9ma4wCTocA==
Ed. Code 51513	Personal beliefs - https://simbli.eboardsolutions.com/SU/yeslshfEeHwG9yYR9UyjfdDIQ==
Ed. Code 51880-51881.5	Health education; legislative findings and intent - https://simbli.eboardsolutions.com/SU/O5T7Wzh4vREVSJl1rkGfNw==
Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions - https://simbli.eboardsolutions.com/SU/lbeD0slshyhVplusUgplusgy18MAFdw==
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction - https://simbli.eboardsolutions.com/SU/w0MArhGcmRcO5shJV8KWslshQ==
Ed. Code 51913	District health education plan - https://simbli.eboardsolutions.com/SU/o9pNfU4Vwwplus2Ybub9hGgAA==
Ed. Code 51920	Inservice training; health education - https://simbli.eboardsolutions.com/SU/1XUEOvRkR3BmA6y2OKmMqQ==
Ed. Code 51925-51929	Mandatory mental health education and in-service training - https://simbli.eboardsolutions.com/SU/gNtpmDFTplust3nVQglPKSkvg==
Ed. Code 51930-51939	California Healthy Youth Act - https://simbli.eboardsolutions.com/SU/mOrcbdGubVc76lTembQEDQ==
Ed. Code 67386	Student safety; affirmative consent standard - https://simbli.eboardsolutions.com/SU/pLSKaoyslshkdN1EEmSLL9DqA==
Ed. Code 8850.5	Family relationships and parenting education - https://simbli.eboardsolutions.com/SU/B0IazydZ5VFTaRo3ZxGOIg==

Federal References	**Description**
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act

Management Resources References	**Description**
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019 - https://simbli.eboardsolutions.com/SU/j2fEhm5EkmrfnhEegYfkRA==
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 - https://simbli.eboardsolutions.com/SU/j2fEhm5EkmrfnhEegYfkRA==
CSBA Publication	Integrating Oral Health into School Health Programs and Policies, May 2010 - https://simbli.eboardsolutions.com/SU/dleSnRQl6MF9Xzj0slshsQq4A==
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014 - https://simbli.eboardsolutions.com/SU/YGgOylMslsh0ySLMPn2RgEisA==
CSBA Publication	Integrating Physical Activity into the School Day, April 2016 - https://simbli.eboardsolutions.com/SU/PCQfKZOiYF5HHbbGaRYBZw==
CSBA Publication	Preventing Catastrophic Health Illness, Governance Brief, July 2018 - https://simbli.eboardsolutions.com/SU/9qM33plusejXshgHdMozLgoyg==
CSBA Publication	The Impact of Marijuana Legalization on K-12: The Effect of Marijuana on the Brain, November 2018 - https://simbli.eboardsolutions.com/SU/KZ3bv0o5MrLKvslsh9ilkhP9A==
CSBA Publication	Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019 - https://simbli.eboardsolutions.com/SU/5IG7RwfSLxPehqejh93CHg==

CSBA Publication	Sun Safety in Schools, Policy Brief, July 2006 - https://simbli.eboardsolutions.com/SU/m8XsRBslsho273ryZRp1oryqg==
CSBA Publication	Asthma Management in the Schools, Policy Brief, March 2008 - https://simbli.eboardsolutions.com/SU/E20X1ZDZHBLDnTctTGdFWQ==
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 - https://simbli.eboardsolutions.com/SU/jqJbUXRdQkDMZHGZqslshVIOA==
CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012 - https://simbli.eboardsolutions.com/SU/6v6yE4KjjNJiYug1UYfOzg==
CSBA Publication	Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, November 2008 - https://simbli.eboardsolutions.com/SU/yhfbsmPeeyxeZT0s9inmAQ==
Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019 - https://simbli.eboardsolutions.com/SU/IJqORRDiYtPwRGFksK9IbA==
Society of Health & Physical Educators Publication	National Health Education Standards: Achieving Excellence, rev. November 2012 - https://simbli.eboardsolutions.com/SU/bFslshKqomfD01wSui3pXuu6A==
US Department of Health and Human Services	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 - https://simbli.eboardsolutions.com/SU/5plus1qslsh2Aa27WfslshiTtbPYDOg==
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 - https://simbli.eboardsolutions.com/SU/oplusluJA7Tl2d5TmvHSbXHxQ==
Website	SHAPE America, Society of Health and Physical Educators - https://simbli.eboardsolutions.com/SU/FIHsh5MYLTTQ1LC5Tyi93g==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Human Rights Campaign Foundation - https://simbli.eboardsolutions.com/SU/jKYRNs9Uslshfn1UVWqzgPllQ==
Website	U.S. Department of Health and Human Services - https://simbli.eboardsolutions.com/SU/4moM6wFhrVMvKDjOdGOMzw==
Website	American School Health Association - https://simbli.eboardsolutions.com/SU/xbFajmJTnqHCplusPvz3KmxVQ==
Website	California Association of School Health Educators - https://simbli.eboardsolutions.com/SU/slshJunLs9DKzWmdhUUzQXqhw==
Website	California Department of Education, Health Education - https://simbli.eboardsolutions.com/SU/RZQSMLKDFaslshEyEB23OWZCQ==
Website	National Center for Health Education - https://simbli.eboardsolutions.com/SU/hln4hkQ99nyJXFEzrgLJWw==
Website	National Hearing Conservation Association - https://simbli.eboardsolutions.com/SU/7tMEcYWajQ8WzRWT1oq6tw==
Website	California Subject Matter Project, Physical Education-Health Project - https://simbli.eboardsolutions.com/SU/JhoVqUAO7Lit3YjxaawGVQ==
Website	Center for Injury Prevention Policy and Practice - https://simbli.eboardsolutions.com/SU/4NO39Fslsh5L6SPD2CrZZavWw==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/Gfx4spY2pCn7TBGiShp9oA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==

Website	California Healthy Kids Resource Center - https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==

Cross References	Description
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/VlhslshSaGqXuTsCMKpG2plusbSQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/3HcjCJkXOwFBX0NUyV6GWw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/gzQHDiGfrXy1fMfuyU99plusA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/x1QewT4YgzruZlTbYpBsCw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/AEEKECijKNmVMzEslshyCblkw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/WaWZslshVX95yzHAlbehiHplusplusw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/zP9eNCslshlhcPcKReyWt0R0w==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/NdfFmK3KRDWa7ZhbLQia8g==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/Cu123BsR1bAb3SyPE1fbpA==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/yB5VBT6WrXxI69E2RXQUvQ==
3513.4	Drug And Alcohol Free Schools - https://simbli.eboardsolutions.com/SU/RsyNOO67E9LtdDgFPQwcig==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/axGpVjdPOgNZrBMZBQtiFQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/n7CuOUfbHIaAcCzD0HsiyA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshI1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/72ffBe4oMFnJcz8LZiau0A==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/y3nAvz7wK8dK46NGAKvvCg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/rQ60kSLQYHiC8hW9GplusDtFw==
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4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshWYDlkeWFYgAPyDeQIHP1g==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/R3U5JpeaoplusoVTWmp6aTfsw==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/E8TLBAkmlZNslsh64KyfXgj4A==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/X6d0PiFilH2zk2K5JdazDg==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/kP3RA9Bro1n3d1MplusS6lm9g==
5131	Conduct - https://simbli.eboardsolutions.com/SU/xIZ9Gc1UILhCCQT5CCGHtg==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/kWRplusbnOoZSIWwJmVGTs0Zw==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/O9dpMNxs57RsmdEMWPQ4slshw==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/2fZOgaza7FWB0KouzttxEA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/eP7p7amj6UOAQB1iaTOjdw==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/HVJ3whplusWmIRf3r0CZdyxmQ==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/ITUqleslshUZvmhzwogt8P3Ww==
5131.63	Steroids - https://simbli.eboardsolutions.com/SU/J4LEgbrzXslshOrmhXW7jYB2w==
5131.63	Steroids - https://simbli.eboardsolutions.com/SU/2gmOHplusToEXsplusODKDqT2DCA==
5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/AvfPMzgRujCuQplusRsgkkgFA==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/zjW2XEy3C4MCxcRGQ9t2aA==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/q3DyJG1cykCEbvwrC4GFrw==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/2SKcqtAzQIvlXs6uFEYUKQ==
5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/XT46XMcmU8mJQZPC1xpMfQ==
5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/slshplusvMQK2l4plusWZA4Xslsht0nhOA==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/LUPslsh3GOwWlPrzOFht6vpluskg==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/wzslshxB5PWuGpSLScMjslshssMQ==
5141.3	Health Examinations - https://simbli.eboardsolutions.com/SU/ewTnhBtGxKGHkbFm3NatBg==
5141.3	Health Examinations - https://simbli.eboardsolutions.com/SU/WEhomHRqaulxRf1emZz0dw==

5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/jgOyR5ZG6oxquyYQgJUHxw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/1KEcWg3tdaMSHap3A6rQlA==
5141.32	Health Screening For School Entry - https://simbli.eboardsolutions.com/SU/nXFGAIcdg5TseX0vSC3nyw==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/oQ5qkpluswaNVsZFi4HHMlfwg==
5141.4	Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/VjM4FfQvrAXs7V14zIU8TQ==
5141.5	Mental Health - https://simbli.eboardsolutions.com/SU/KFVjKw6enslsh1OuslshoaFXoqng==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/QplusOL6joc2O14TslshRuGXoemA==
5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/lcKgoSUplusCplusNw4UpTQRdl0A==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/2T1mTLq74Hq2gHTob4plusDOw==
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5142	Safety - https://simbli.eboardsolutions.com/SU/Zf7AUTrAnjmLnQuZK2mjgQ==
5142	Safety - https://simbli.eboardsolutions.com/SU/XlYXXqDLbmy3WlSNggNiYQ==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/vl7cy4RIBaDtplusP12GldslshAQ==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/plusBslshDDQgasdietQdfridslshrQ==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/H1TslshcOVjvTplusTFFslsh35CuG1Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/FbJpk8FkpfZ33slshptQlLjHg==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/l8t8YmbBtflYImdwbnRbEw==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PKu1VD5F78ewJR2U04xZ7Q==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/gkWOz5MEY6BcHX7a996lAQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
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6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/LbSSlk56JLiE1txjsSaa7g==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/8plusPaMuEXplusYBmiXwqhtmFslshA==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/S4KAb357YlOglkdmk5wd8A==
6142.1	Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/JBsAJao0anM9hZYuqfNMbA==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/oRdaYJ0PZupluswKIRwxLTaCQ==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/bxdO02orcknVGTfpbSK9vw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/hbGCDAbQPplusslshdSybFLnA10Q==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uaAajN6Z56Qj1UjTdtDmeg==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/AjyYJSIWle0X1X9aYsrxDA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/0rtplusMzx8L8UZ1Qslsht9ctTsA==
6145.8	Assemblies And Special Events - https://simbli.eboardsolutions.com/SU/U6lw6H1o83WmTwxhTnHdlw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6162.8	Research - https://simbli.eboardsolutions.com/SU/VVUcDNCTZ4hCGz2ndBe7plusg==
6162.8	Research - https://simbli.eboardsolutions.com/SU/GufhYU14PASzIBv7KiDMfw==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/VoppNbk4pBgl2gPK2huvrQ==
6163.4-E PDF(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/cMfYbPZNNyLJKpE7JPMKxg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/8SQdWu3IRoOhSBC6o4b3uA==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/gPgCpCtjdJruPgmJ7Rcfqw==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/aslshgNHEuTeSsRhcLzTiYZOg==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/SsYiNF0LslshseiRm7GRp9z9g==

Policy 6170.1: Transitional Kindergarten

Status: ADOPTED

Original Adopted Date: 10/01/2015 | **Last Revised Date:** 12/01/~~2021~~2023 | **Last Reviewed Date:** 12/01/~~2021~~2023

CSBA NOTE: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 33050, as amended by SB 114 (Ch. 48, Statutes of 2023), prohibits the waiver of specified provisions related to transitional kindergarten (TK) and kindergarten provided for in Education Code 48000-48003. For more information on waivers, see BP 1431 – Waivers.

Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission. Pursuant to Education Code 48000, as amended by ~~AB 130 (Ch. 44, Statutes of 2021) and AB 167 (Ch. 252, Statutes of 2021),~~SB 114, for the ~~2021-22~~2023-24 school year, districts are required to admit any child whose fifth birthday is between September 2 and ~~December~~April 2 to a ~~transitional kindergarten (~~TK) program as a condition of apportionment and ~~revises the~~phases in timespans for mandatory admittance requirements ~~to be phased in from the 2022-23 school year to~~ until the 2025-26 school year, at which time districts are required to admit any child who has their fourth birthday by September 1, as described below.

~~In its~~ The California Department of Education's (CDE), "Universal Prekindergarten FAQs" and "Transitional Kindergarten FAQs," ~~the California Department of Education (CDE) provides that the laws governing TK programs apply equally to all districts including basic aid~~ available on its website, provide guidance to districts~~. Districts with questions about the application~~ on the implementation of ~~the TK mandatory admittance requirements to basic aid~~universal prekindergarten and TK programs. Additionally, CDE has developed a universal prekindergarten resources website, "Universal PreKindergarten, California's Great Start," designed for use by districts ~~should consult legal counsel~~that operate a California State Preschool Program (CSPP), Head Start, and/or TK program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive funding based on average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

Education Code 8281.5~~, as added by AB 130, establishes~~ established the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs. The program allocates funding to all districts that operate kindergarten programs through minimum base grants, enrollment grants based on a district's kindergarten enrollment, and supplemental grants based on a district's percentage of unduplicated students. Grant funds may be used for costs associated with creating or expanding preschool programs through the ~~California State Preschool Program (CSPP)~~CSPP or TK programs, or to establish or strengthen partnerships with other providers of

prekindergarten education within the district, including Head Start programs, to ensure that high-quality options for prekindergarten education are available for four-year-old children. Allowable costs include, but are not necessarily limited to, planning costs, hiring and recruitment costs, staff training and professional development, classroom materials, and supplies.

~~Education Code 17375, as amended by AB 130 and AB 167, establishes~~ Since funds for this program have already been granted, CDE is authorized, pursuant to SB 114 and SB 141 (Ch. 194, Statutes of 2023), to allocate or prorate unexpended funds from the California Prekindergarten Planning and Implementation Grant Programs to districts for costs associated with the educational expenses of current and future CSPP, TK, and kindergarten professionals that support their attainment of required credentials, permits, or professional development in early childhood instruction or child development, including developing competencies in serving inclusive classrooms and dual language learners.

Education Code 17375, as amended by SB 114, extends the time that funds from the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program ~~to provide~~, which provides one-time grants to school districts to construct new school facilities or retrofit existing school facilities including for the purpose of providing TK classrooms~~.~~

~~For guidance on implementing TK programs, see the Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, published by CDE.~~, are available for encumbrance or expenditure by the State Allocation Board.

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

~~CSBA NOTE: Education Code 48000, as amended by AB 130 and AB 167, revises the timespans for mandatory admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year.~~CSBA NOTE: While children are not required to attend Kindergarten or TK, all school districts are required to provide TK to age-eligible children pursuant to Education Code 48000. According to CDE's, "Universal Prekindergarten FAQs," no age-eligible child may be denied access to TK by being placed on a waiting list.

The district's TK program shall admit children as follows: (Education Code 48000):

1. ~~For the 2021-22 school year, children whose fifth birthday is between September 2 through December 2~~

~~2. For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2~~

~~3.~~1. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2

~~4.~~2. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2

~~5.~~3. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

~~CSBA NOTE: Pursuant to Education Code 48000, as amended by AB 130 and AB 167, a child's eligibility for TK enrollment may not impact family eligibility for a preschool or childcare program.~~

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program~~.~~ (~~Education Code 48000~~). , including, but not limited to, a Head Start program, a childcare center serving children through an alternative payment program, a general childcare and development program, a California State Preschool Program (CSPP), a migrant childcare and development program, childcare and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

CSBA NOTE: CDE's ~~"Transitional Kindergarten~~, "Universal Prekindergarten FAQs"," clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

CSBA NOTE: The following paragraph is optional. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends in its, "Universal Prekindergarten FAQs," that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying agreement with the child enrolling in kindergarten the following year; see section "Continuation ~~in~~to Kindergarten" below.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee, determines that it is in the child's best interest.

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 48000~~, as amended by AB 130 and AB 167~~, the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after the date specified for admittance for the applicable year as described above. Such students may be admitted at any time during the school year, including at the beginning of the year. Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after the date specified for the applicable year until the child's fifth birthday.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that upon the recommendation of the Superintendent or designee ~~recommends~~, the Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

CSBA NOTE: The following paragraph is optional and may be deleted by districts that do not allow early enrollment children in TK. Pursuant to Education Code 48000.15, as amended by SB 141, for the 2023–24 and 2024–25 school years, a district that offers TK to early enrollment children must concurrently offer enrollment in a CSPP program, if offered by the district, space permitting. The district may enroll an early enrollment child in a CSPP program operated by the district regardless of income, after all other eligible children have been enrolled. Districts will not receive ADA apportionment for an early enrollment child admitted to TK until the child's fifth birthday. For more information on district preschool programs, see BP/AR 5148.3 – Preschool/Early Childhood Education.

Additionally, the district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. The Superintendent or designee shall maintain any classroom that includes an early enrollment child with a classroom enrollment that does not exceed 20 students and an adult-to- student ratio of at least one adult to every 10 students. Additionally, if an early enrollment child is enrolled in TK, the district shall concurrently offer enrollment to the child in the district's CSPP, subject to available space. (Education Code 48000.15)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

CSBA NOTE: Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by CDE. These standards address essential knowledge and skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's ~~web site.~~website.

Pursuant to Education Code 8203.3, CDE in consultation with the California Department of Social Services, is responsible for establishing and updating prekindergarten learning development guidelines that focus on preparing children for kindergarten, including developmental milestones, assessment, and suggested methods for achievement.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 37202 permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day

provided in law. Pursuant to Education Code 46111~~, as amended by AB 130~~, 46115, and 46117, at the kindergarten and TK level the minimum school day is three hours (180 minutes), including recess but excluding noon intermission, and the maximum school day is four hours (240 minutes), excluding recess, except for students in expanded learning opportunity programs intended to supplement instructional time provided by a district pursuant to Education Code 46120 or if the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher. Also see BP/AR 5148.2 – Before/After School Programs and AR 6112 - School Day.

Pursuant to Education Code 48003, districts are required to provide an annual report to CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both. The California Basic Educational Data System (CBEDS) School Information Form, located on CDE's ~~web site~~website, requires a report on the type of TK program offered.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

~~CSBA NOTE: Education Code 8281.5, as added by AB 130 and amended by AB 167, requires districts receiving grants through the California Prekindergarten Planning and Implementation Grant Program to develop a plan for consideration by the Board at a public meeting on or before June 30, 2022 for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the CSPP, Head Start programs, and other community-based early learning and care programs.~~

The Superintendent or designee shall ~~develop a plan~~collaborate with parents/guardians and relevant community groups, in accordance with the plan developed for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, ~~the California State Preschool Program (~~CSPP~~),~~, Head Start programs, and other community-based early learning and care programs. ~~The Superintendent or designee shall present such plan for consideration by the Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)~~

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. According to CDE's ~~"Transitional Kindergarten~~, "Universal Prekindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten

2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom

3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272

4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256

5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241

6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

~~CSBA NOTE: Education Code 48000, as amended by AB 130, requires districts to maintain an average TK class enrollment of not more than 24 students for each school site.~~

The district shall maintain an average TK class enrollment of not more than 24 students for each school site~~.~~, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)

Staffing

CSBA NOTE: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing (CTC) authorizing instruction in TK. Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below. CTC may issue a one-year emergency specialist teaching permit in early childhood education that authorizes teaching all subjects in a self-contained TK general education classroom, provided that certain conditions are met as specified in Education Code 44300.

Additionally, CTC has amended 5 CCR 80067, and adopted 5 CCR 80067.1 and 80067.2, which are pending approval by the Office of Administrative Law as of October 2023, pertaining to the prekindergarten-grade 3 early childhood education specialist credential. The proposed credential is designed to provide individuals who already hold a bachelor's degree and have gained experience in early childhood education through their work, to have an expedited pathway to earning the credential to teach in the prekindergarten-grade 3 environment. See CTC Coded Correspondence 23-02 for more information regarding the proposed regulations. For more information about the Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit, see AR 4112.2 -- Certification.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from ~~the Commission on Teacher Credentialing~~ ~~(CTC)~~CTC that authorizes such instruction.

CSBA NOTE: Education Code 48000, as amended by ~~AB 130~~SB 114, extends until August 1, ~~2023~~2025, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications, as described below.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, ~~2023~~2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC. (Education Code 48000)

CSBA NOTE: Education Code 8281.5~~, as added by AB 130,~~ permits the use of funding from the California Prekindergarten Planning and Implementation Grant Program for the purpose of professional development, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners., and which as amended by SB 114 and SB 141, extends the time that CDE is authorized to allocate or prorate unexpended funds.

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

CSBA NOTE: Education Code 48000, as amended by ~~AB 130~~SB 114, requires districts to, ~~commencing with the 2022-23 school year,~~ maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the ~~2023-24~~2025-26 school year.

The district shall~~, commencing with the 2022-23 school year,~~ maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the ~~2023-~~ ~~24~~2025-26 school year. (Education Code 48000)

Continuation to Kindergarten

CSBA NOTE: The following section is consistent with guidance in CDE's "~~Transitional Kindergarten~~Universal Prekindergarten FAQs."

There is no requirement that an age-eligible student complete a year of TK or kindergarten before enrolling in first grade. Pursuant to Education Code 48010, a student must be six years old on or before September 1 to be eligible for first grade. However, if a student is not six years old by September 1, the student may be admitted to first grade in accordance with Education Code 48011, if the child has completed one year of kindergarten or, in some cases, has attended some kindergarten. CDE's, "Universal Prekindergarten FAQs," note that a year of TK is not equivalent to a year of kindergarten, for purposes of enrolling a 5-year-old student in first grade pursuant to Education Code 48011.

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

CSBA NOTE: The following optional paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" section above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. A sample Kindergarten Continuance Form is available on CDE's, "Universal Prekindergarten FAQs" website. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

CSBA NOTE: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in kindergarten or for more than two years in a combination of TK and kindergarten.

A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten. (Education Code 46300)

Assessment

CSBA NOTE: The following section may be revised to reflect district practice. One assessment resource for TK students is CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 18000-~~18434~~18308	~~Child care~~Early Learning and ~~development programs~~Care Programs
5 CCR ~~18068~~80067	~~Attendance and expenditure~~ ~~reports~~Professional Clear Early Childhood Education Specialist Instruction Credential
~~5 CCR 18272~~	~~Developmental profile~~

~~5 CCR 18281~~	~~Environment rating scales~~
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program
Ed. Code 33050	Waiver authority and exceptions
Ed. Code 37202	Equal time in all schools
Ed. Code 44065	Issuance of and functions requiring credentials
Ed. Code 44256	Authorization for teaching credentials
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 44300	Emergency permits
Ed. Code 46111	Kindergarten; hours of attendance
Ed. Code 46114-46119	Minimum school day; kindergarten
Ed. Code 46120	Expanded learning opportunities
Ed. Code 46300	Method of computing average daily attendance
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48000.15	Early enrollment in transitional kindergarten
Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade
Ed. Code 48003	Kindergarten annual report
Ed. Code 48010	Minimum age of admission to first grade
Ed. Code 48011	Promotion/retention following one year of kindergarten
Ed. Code 48200	Compulsory attendance
Ed. Code 8203.3	Development of pre-kindergarten learning development guidelines
Ed. Code 8207	California State Preschool Program administration
Ed. Code 8241	Staffing ratios for center-based program
Ed. Code ~~8322~~8281.5	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8970-8974	Early primary program, including extended-day kindergarten
~~Ed. Code 8973~~	~~Extended-day kindergarten~~

Management Resources	**Description**
California Department of Education Publication	Desired Results Developmental Profile: A Developmental Continuum from Early Infancy up to Kindergarten Entry, 2015

	(https://www.cde.ca.gov/sp/cd/ci/documents/drdp2015presc hool.pdf)
California Department of Education Publication	California Preschool Curriculum Framework, Vol. 1, 2010 (https://www.cde.ca.gov/sp/cd/re/documents/psframeworkk vol1.pdf)
California Department of Education Publication	California Preschool Curriculum Framework, Vol. 2, 2011 (https://www.cde.ca.gov/sp/cd/re/documents/psframeworkv ol2.pdf)
California Department of Education Publication	California Preschool Curriculum Framework, Vol. 3, 2013 (https://www.cde.ca.gov/sp/cd/re/documents/preschoolfram eworkvol3.pdf)
California Department of Education Publication ~~California Department of Education Publication~~	California Preschool Learning Foundations, Vol. 1, 2008 (https://www.cde.ca.gov/sp/cd/re/psfoundations.asp#psfoun dvol1)
California Department of Education Publication	Transitional Kindergarten FAQs
California Department of Education Publication	~~Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013~~
	California Preschool Learning Foundations, Vol. 2, 2010 (https://www.cde.ca.gov/sp/cd/re/psfoundations.asp#psfoun dvol2)
	California Preschool Learning Foundations, Vol. 3, 2012 (https://www.cde.ca.gov/sp/cd/re/psfoundations.asp#psfoun dvol3)
	Universal Prekindergarten FAQs (https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp#universal)
~~CSBA Publication~~	~~What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016~~
CA Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 (https://www.ctc.ca.gov/docs/default-source/commission/coded/2023/coded-23-

02.pdf?sfvrsn=973026b1_9)

CSBA Publication	Advancing Universal Transitional Kindergarten, April 2022 (https://www.csba.org/-/media/CSBA/Files/GgovernanceResources/GovernanceBriefs/GovBrief-UTK-04062022.ashx?la=en&rev=99c007ecdf1f4b128d38a351913740d8)

CSBA Publication	The Importance of Early Childhood Education Programs, September 2019 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201909CSBA_Governance-Brief_Early-Education.ashx?la=en&rev=8b0259f73a574f62aae4e8b047db4eed)
Website	CSBA District and County Office of Education Legal Services
Website	Transitional Kindergarten California
Website	California Kindergarten Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education
Website	California Department of Education, Universal PreKindergarten, California's Great Start (https://express.adobe.com/page/OZrg3IsP1GE8b/)
Website	California Office of Administrative Law (https://oal.ca.gov/)

Cross References

Code	Description
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
4112.2	Certification
4112.2	Certification
4131	Staff Development
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5141.22	Infectious Diseases

5141.22	Infectious Diseases
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	School Day
6112	School Day
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6151	Class Size
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6174	Education For English Learners
6174	Education For English Learners

Policy 6170.1: Transitional Kindergarten

Status: ADOPTED

Original Adopted Date: 07/11/2019 **| Last Revised Date:** 03/10/2022 **| Last Reviewed Date:** 03/10/2022

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000):

1. For the 2021-22 school year, children whose fifth birthday is between September 2 through December 2
2. For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2
3. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2
4. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2
5. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

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

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually

report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The Superintendent or designee shall develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the California State Preschool Program (CSPP), Head Start programs, and other community-based early learning and care programs. The Superintendent or designee shall present such plan for consideration by the Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten

2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom

3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272

4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256

5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241

6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

The district shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2023, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

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

State References	Description
5 CCR 18000-18308	Early Learning and Care Programs
5 CCR 80067	Professional Clear Early Childhood Education Specialist Instruction Credential
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program - https://simbli.eboardsolutions.com/SU/Gn8XwtQ4eocS2d4ezga0Hw==
Ed. Code 33050	Waiver authority and exceptions
Ed. Code 37202	Equal time in all schools - https://simbli.eboardsolutions.com/SU/42Tw3231wtAbi37lnplusV8EQ==
Ed. Code 44065	Issuance of and functions requiring credentials - https://simbli.eboardsolutions.com/SU/yZ6yf07NPBGtJIGuMTr2AQ==
Ed. Code 44256	Authorization for teaching credentials - https://simbli.eboardsolutions.com/SU/euqk9VYEyaRwEvPeeyK32g==
Ed. Code 44258.9	County superintendent review of teacher assignment - https://simbli.eboardsolutions.com/SU/cppLhTJNOaBPBuldWZudCw==
Ed. Code 44300	Emergency permits - https://simbli.eboardsolutions.com/SU/plus5XEpBw5nAkVNP06TMvs7g==
Ed. Code 46111	Kindergarten; hours of attendance - https://simbli.eboardsolutions.com/SU/pnYhY8ZMYOJeJwnplustg9cFg==
Ed. Code 46114-46119	Minimum school day; kindergarten - https://simbli.eboardsolutions.com/SU/Vr6SOkDMJNDINf6XajB9Hg==
Ed. Code 46120	Expanded learning opportunities - https://simbli.eboardsolutions.com/SU/PO5Qp686pluslGJplusvUduBS1QA==
Ed. Code 46300	Method of computing average daily attendance - https://simbli.eboardsolutions.com/SU/vqNDAFrz1h2xITcV4wBveg==
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten - https://simbli.eboardsolutions.com/SU/dH9lJslshk5z8eiYxUplusL7HAslshg==
Ed. Code 48000.15	Early enrollment in transitional kindergarten

Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade - https://simbli.eboardsolutions.com/SU/ISBSEUsgCb22vCLy3bRmUQ==
Ed. Code 48003	Kindergarten annual report - https://simbli.eboardsolutions.com/SU/Of9x4p2VXzgXjqBQiTfnNA==
Ed. Code 48010	Minimum age of admission to first grade - https://simbli.eboardsolutions.com/SU/98krIx9fYzrr46etcuB4yg==
Ed. Code 48011	Promotion/retention following one year of kindergarten - https://simbli.eboardsolutions.com/SU/kxhLZyy35rjI4U4KBIbDjA==
Ed. Code 48200	Compulsory attendance - https://simbli.eboardsolutions.com/SU/XDwykjotG6pwzm7ZAW7xxA==
Ed. Code 8203.3	Development of pre-kindergarten learning development guidelines
Ed. Code 8207	California State Preschool Program administration - https://simbli.eboardsolutions.com/SU/uWLgumsl5FRvcXKDYgdFGg==
Ed. Code 8241	Staffing ratios for center-based program - https://simbli.eboardsolutions.com/SU/5XuvdYpGFcQfLFLgifcvQg==
Ed. Code 8281.5	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8970-8974	Early primary program, including extended-day kindergarten - https://simbli.eboardsolutions.com/SU/vqHyz1R7Ybqp1slshXFhJux3g==

Management Resources References	**Description**
CA Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 - https://simbli.eboardsolutions.com/SU/kBXm9wPhzky0zpPfteuBfQ==
California Department of Education Publication	Universal Prekindergarten FAQs - https://simbli.eboardsolutions.com/SU/MAg9uu1ywlcydN7IZ8Y5jw==
California Department of Education Publication	Transitional Kindergarten FAQs - https://simbli.eboardsolutions.com/SU/6uOEZkodtY89FY7ynBXacg==
California Department of Education Publication	Desired Results Developmental Profile: A Developmental Continuum from Early Infancy up to Kindergarten Entry, 2015 - https://simbli.eboardsolutions.com/SU/Mb8m48C5jEQMIJ7jHkiKDA==
California Department of Education Publication	California Preschool Curriculum Framework, Vol. 1, 2010 - https://simbli.eboardsolutions.com/SU/dAI03CkQj2F3oyoBKthL1g==
California Department of Education Publication	California Preschool Curriculum Framework, Vol. 2, 2011 - https://simbli.eboardsolutions.com/SU/NpuFqW5N1EdabWj1k6KH4A==
California Department of Education Publication	California Preschool Curriculum Framework, Vol. 3, 2013 - https://simbli.eboardsolutions.com/SU/I5ZAkkrToe74y0GLd7AZCQ==
California Department of Education Publication	California Preschool Learning Foundations, Vol. 1, 2008 - https://simbli.eboardsolutions.com/SU/e1tAGFzplus9axi1VRuz4whxQ==
California Department of Education Publication	California Preschool Learning Foundations, Vol. 2, 2010 - https://simbli.eboardsolutions.com/SU/66nMo5SgK96vEeNFlbRTAQ==
California Department of Education Publication	California Preschool Learning Foundations, Vol. 3, 2012 - https://simbli.eboardsolutions.com/SU/Eata7SyUgqwuvODMVuwyTQ==
CSBA Publication	Advancing Universal Transitional Kindergarten, April 2022 - https://simbli.eboardsolutions.com/SU/HrNFnKwlJ42eiLBZOAQpvQ==
CSBA Publication	The Importance of Early Childhood Education Programs, September 2019 - https://simbli.eboardsolutions.com/SU/IQgjNJGwT3xHyXYXNTBcPQ==
Website	California Department of Education, Universal PreKindergarten, California's Great Start - https://simbli.eboardsolutions.com/SU/jPPg0oYQplus48cDnjJEZlWOA==
Website	California Office of Administrative Law - https://simbli.eboardsolutions.com/SU/RnyBM7nM4Vf4qxslshOTuQSbg==

Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Transitional Kindergarten California - https://simbli.eboardsolutions.com/SU/J8IvmgNslsh0JlXKlcYzwGDDw==
Website	California Kindergarten Association - https://simbli.eboardsolutions.com/SU/teZ3HbgjXcCJZj8wHtXDgQ==
Website	Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/cxWNiqRUuIsaq7efc7aH4Q==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	Description
0500	Accountability - https://simbli.eboardsolutions.com/SU/8OSp14MQoBm0c5h903CVjA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtApIyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPIpmLjio2ptoA==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/QZJIr8HslshfQ72PzgTupgi5Q==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/cSHIgsve4dbRsNgJTedriQ==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/YNNaCdv3slshzfElKecgex4Rw==
5111	Admission - https://simbli.eboardsolutions.com/SU/GUaeicU7jgrM5znpNYGjqQ==
5111	Admission - https://simbli.eboardsolutions.com/SU/xQb0iX5ZndNOtMmjybpA0A==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/GPT61WhRNQ8pHfa3UXX8Ng==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/Bgrve0Gbkwy2h7YR9OcBmQ==
5123	Promotion/Acceleration/Retention - https://simbli.eboardsolutions.com/SU/4vLD4sHEz3MzvvyoXs9mCg==
5123	Promotion/Acceleration/Retention - https://simbli.eboardsolutions.com/SU/alTJplusjBplusRT7mJuaeYderAQ==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/LUPslsh3GOwWlPrzOFht6vpluskg==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/wzslshxB5PWuGpSLScMjslshssMQ==
5141.3	Health Examinations - https://simbli.eboardsolutions.com/SU/ewTnhBtGxKGHkbFm3NatBg==
5141.3	Health Examinations - https://simbli.eboardsolutions.com/SU/WEhomHRqaulxRf1emZz0dw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/jgOyR5ZG6oxquyYQgJUHxw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/1KEcWg3tdaMSHap3A6rQlA==

5141.32	Health Screening For School Entry - https://simbli.eboardsolutions.com/SU/nXFGAIcdg5TseX0vSC3nyw==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/djb4slshsgbpszLlijYQcBTww==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/KQOplusjVe5z9q5dsDaNMna6w==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/aHXj1KbWKdGMYCTGHhoOvQ==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/uLigonpG5KlnPzfKy9UlPQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wIufamEAdcmeCnQqXP7A9Q==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/kTSslsh7Ga7Eam1ZbmEyYq8GQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/2djpXtxmac1zQZScP6LNTw==
6111	School Calendar - https://simbli.eboardsolutions.com/SU/0MJbneZ9evhK0ureJoYKWA==
6112	School Day - https://simbli.eboardsolutions.com/SU/V0Q5g2Ta4MDdGwupXvFdrQ==
6112	School Day - https://simbli.eboardsolutions.com/SU/NslshOG1iblXOQAxyMYTK2mbQ==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/QyLrruw5gplussHOObxmtHbig==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/OmNL5T6SuAH1l46w0L28oA==
6151	Class Size - https://simbli.eboardsolutions.com/SU/FplusvStgc8s1rUk6PQHcJ6RA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/mx70qzqnj48uAUY9I9m7fg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/rf9plusYmtsgv6hznQC3ipMplusQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/EoZiZhrplusD2n6Z25P848uBQ==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/SdYzT4UAQhKeeRSHIkU9plusQ==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/S4ZJoCslshxLJr1RQzr8xDYLA==

Regulation 6173.3: Education For Juvenile Court School Students

Status: ADOPTED

Original Adopted Date: 12/01/2016 | **Last Revised Date:** 12/01/2023 | **Last Reviewed Date:** 12/01/~~2016~~2023

CSBA NOTE: The following administrative regulation is for use by districts that maintain secondary schools. Juvenile court schools are operated by county offices of education pursuant to Education Code 48645-~~48646~~48650 and serve students who are under the protection or authority of the county juvenile justice system. Pursuant to Education Code 48645.2, such schools may be administered either by the County Superintendent of Schools or by the board of the district in which the juvenile court school is located, through a contract between the County Board of Education and the district's governing board.

Education Code 48647, 51225.1, and 51225.2, ~~as amended by AB 2306 (Ch. 464, Statutes of 2016),~~ establish educational rights of former juvenile court school students who transition into a district school. These include rights related to the immediate enrollment of such students, the immediate transfer of educational records, the transfer of coursework and credits, the option to remain in school for a fifth year to complete graduation requirements upon agreement with the student or the student's educational rights holder, and exemption from district-established graduation requirements under certain conditions.

The following optional paragraph reflects the intent expressed in Education Code 48647 to encourage collaboration between the district and county agencies to ensure effective communication, enrollment, and placement practices.

The Superintendent or designee shall collaborate with the County Superintendent of Schools and the county probation department to facilitate the transition of students from a juvenile court school into the regular schools of the district. Such collaboration may include, but not be limited to, the development of data-sharing systems, communication strategies, and other structures that aid in the enrollment, placement, and continuous educational progress of such students.

Enrollment

CSBA NOTE: Education Code 48645.5 requires the immediate enrollment of a student who has had contact with the juvenile justice system. Pursuant to Education Code 48645.5 and 48853.5, such a student must be enrolled even if ~~he/she~~the student (1) has outstanding fees, fines, textbooks, or other items or monies due to the previous school~~:~~, (2) does not have clothing normally required by the school, such as school uniforms~~;~~, or (3) is unable to produce records normally required for enrollment.

A former juvenile court school student transferring into a regular district school shall be immediately enrolled in the school. The Superintendent or designee shall not deny enrollment to a student solely on the basis of ~~his/her~~an arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

Transfer of Coursework and Credits

CSBA NOTE: The following section is for use by districts maintaining high schools. Education Code 51225.2, as amended by SB 532 (Ch. 918, Statutes of 2022), addresses the transferability of coursework and credits completed by a student enrolled in a juvenile court, as provided below.

Education Code 51225.2, as amended by SB 532, requires the transferring school to include in the student's educational record a determination of days of enrollment and/or seat time and an official transcript with full and partial credits earned, or any measure of full or partial coursework being satisfactorily completed.

When a student enrolled in a juvenile court school transfers ~~from a juvenile court school~~ into a district school, the district will receive an official transcript from the transferring school or district which reflects full and partial credits and grades earned by the student and includes: (Education Code 51225.2)

1. A determination of the days of enrollment and/or seat time, if applicable, for all full and partial credits earned based on any measure of full or partial coursework being satisfactorily completed

   Partial coursework satisfactorily completed includes any portion of an individual course, even if the student did not complete the entire course

2. Separate listings for credits and grades earned at each school and local educational agency so it is clear where credits and grades were earned

3. A complete record of the student's seat time, including both period attendance and days of enrollment

The district shall transfer the credits and grades from the transferring school's transcript onto an official district transcript in the same manner as described in Item #2, above. (Education Code 51225.2)

If the Principal or designee has knowledge that the transcript from the transferring school may not include certain credits or grades, the Principal or designee shall contact the prior school within two business days to request that the full or partial credits be issued, which shall then be issued and provided by the prior school within two business days of the request. (Education Code 51225.2)

The district shall accept and issue full credit for any coursework that the ~~student has satisfactorily completed at that school and shall~~ former juvenile court school student has satisfactorily completed while attending another public school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school. (Education Code 51225.2)

CSBA NOTE: Pursuant to Education Code 51225.2, districts may not require ~~the~~a student who has completed an entire course to retake the course. ~~If the student did not complete the entire course, he/she~~.

If the entire course was completed, the district shall not require the student to retake the course. (Education Code 51225.2)

If the entire course was not completed at the previous school, the student shall be issued partial credit for the coursework completed and shall ~~not~~ be required to ~~retake~~take the uncompleted portion of the course ~~completed. (Education Code 48645.5, 51225.2)~~ However, a student may be required to retake the portion of the course completed if the Superintendent or designee, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a former juvenile court school student in any particular course, ~~he/she~~the student shall be enrolled in the same or equivalent course, if applicable, so that ~~he/she~~the student may continue and complete the entire course. (Education Code 51225.2)

CSBA NOTE: The following paragraph should be revised to reflect district practice, consistent with district policy related to partial credit awarded to homeless students and foster youth. Although Education Code 51225.2~~, as amended by AB 2306 (Ch. 464, Statutes of 2016),~~ requires districts to award partial credits to former juvenile court school students who transfer from school to school, there is no uniform system for calculating and awarding partial credits. The following paragraph reflects a recommendation in the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and is consistent with the approach provided in AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a former juvenile court school student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

If a student completes district graduation requirements while being detained in a juvenile facility, the district shall issue the student a diploma from the school the student last attended, unless the County Superintendent issues the diploma. (Education Code 48645.5)

CSBA NOTE: The remainder of this section addresses the completion of graduation requirements by students who transfer from a juvenile court school to a district school after completing two years of high school. Education Code 51225.1, ~~as amended by AB 2306 (Ch. 464, Statutes of 2016),~~ exempts such students from district-established graduation requirements under certain conditions.

A student who transfers to a district school from a juvenile court school shall generally be expected to complete all courses required by Education Code 51225.3 and to fulfill any additional graduation requirements prescribed by the Governing Board.

However, when a student who has completed ~~his/her~~the second year of high school transfers from a juvenile court school into a district school, ~~he/she~~the student shall be exempted from all district- adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of ~~his/her~~the student's fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student, the ~~person holding the right to make~~student's educational ~~decisions for him/her~~rights holder, and

the student's social worker or probation officer of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the termination of the court's jurisdiction over the student. (Education Code 51225.1)

~~To determine whether a student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)~~

~~The Superintendent or designee shall notify any former juvenile court school student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)~~

~~The district shall not require or request a former juvenile court school student to transfer schools in order to qualify for an exemption, and no request for a transfer solely to qualify for an exemption shall be made by a student, the person holding the right to make educational decisions for the student, or the student's social worker or probation officer. (Education Code 51225.1)~~

~~If a student is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if he/she transfers to another school or school district. (Education Code 51225.1)~~

~~If the Superintendent or designee determines that a former juvenile court school student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)~~

1. ~~Inform the student and, if the student is under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution~~

2. ~~Provide information to the student about transfer opportunities available through the California Community Colleges~~

3. ~~Upon agreement with the student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements~~

CSBA NOTE: Pursuant to Education Code 51225.1, as amended by SB 532, to determine whether a student with significant gaps in school attendance is in the third or fourth year of high school, the student's age as compared to the average age of students in the third or fourth year of high school may be used.

To determine whether a student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer, the length of school enrollment, or, for a student with significant gaps in school attendance, the student's age as compared to the average age of students in the third or fourth year of high school, whichever qualifies the student for the exemption. (Education Code 51225.1)

CSBA NOTE: Education Code 51225.1, as amended by SB 532, requires the district to exempt a student who qualifies for an exemption from district-established graduation requirements, under the circumstances described below.

If a former juvenile court school student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. A student may request the exemption even if the student is no longer a juvenile court student. (Education Code 51225.1)

CSBA NOTE: Pursuant to Education Code 51225.1, as amended by SB 532, the district is required to reevaluate a student's eligibility for an exemption from district-established graduation requirements, as described below.

When the Superintendent or designee determines that a student who transferred into a district school is reasonably able to complete district-established graduation requirements by the end of the student's fourth year of high school, the student shall not be exempted from those requirements. Within 30 calendar days of the following academic year, the student shall be reevaluated based on the student's course completion status at the time, to determine if the student continues to be reasonably able to complete the district-established graduation requirements in time to graduate by the end of the student's fourth year of high school. Written notice as to whether the student then qualifies for the exemption shall be provided to the student, the student's educational rights holder, and if applicable, to the student's social worker or probation officer. (Education Code 51225.1)

If, upon reevaluation, it is determined that the former juvenile court student is not reasonably able to complete the district-established graduation requirements in time to graduate from high school by the end of the student's fourth year of high school, the Superintendent or designee shall provide the student with the option to receive an exemption from district-established graduation requirements or stay in school for a fifth year to complete the district-established graduation requirements upon agreement with the student, or if under 18 years of age, the student's educational rights holder, and shall provide notifications in accordance with Education Code 51225.1. (Education Code 51225.1)

CSBA NOTE: Pursuant to Education Code 51225.1, as amended by SB 532, the district is required to consult with a former juvenile court student who is granted an exemption from district-established graduation requirements and the student's educational rights holder, as described below.

When a former juvenile court student is exempted from district-established graduation requirements, the Superintendent or designee shall consult with the student and the student's educational rights holder about the following: (Education Code 51225.1)

1. Discussion of how any requirements that are waived may affect the student's postsecondary education or vocation plans, including the ability to gain admission to a postsecondary educational institution

2. Discussion and information about other options available to the student, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges

3. Consideration of the student's academic data and any other information relevant to making an informed decision on whether to accept the exemption

The district shall not require or request a former juvenile court student to transfer schools in order to qualify for an exemption and shall not grant any request made by a former juvenile court student, the student's educational rights holder, or the district liaison on behalf of the student, for a transfer solely to qualify for an exemption. (Education Code 51225.1)

CSBA NOTE: Education Code 51225.1 prohibits the district from requiring a student who is eligible for an exemption from district-established graduation requirements from accepting the exemption or being denied enrollment, as described below.

The Superintendent or designee shall not require a former juvenile court student who is eligible for an exemption from district-established graduation requirements and would otherwise be entitled to remain in attendance at the school, to accept the exemption or be denied enrollment in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of higher education, regardless of whether such courses are required for statewide graduation requirements. (Education Code 51225.1)

CSBA NOTE: Education Code 51225.1 prohibits the district from revoking a student's exemption from district-established graduation requirements.

If a former juvenile court student is exempted from district-established graduation requirements, the exemption shall not be revoked. Additionally, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while still enrolled in the school or if the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

CSBA NOTE: Pursuant to Education Code 51225.1, the district may not require or request a student who is exempted from district-established graduation requirements and completes statewide coursework requirements before the end of the student's fourth year of high school to graduate early, as described below.

The Superintendent or designee shall not require or request that a former juvenile court student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

CSBA NOTE: Pursuant to Education Code 51225.1, as amended by SB 532, if the district determines that a student who is eligible for the exemption from district-established graduation

requirements is reasonably able to complete those requirements in time to graduate from high school by the end of the student's fifth year, the district is required to provide the following.

Upon making a finding that a former juvenile court student is reasonably able to complete district-established graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Consult with the student and, if under 18 years of age, the student's educational rights holder, of the option to remain in school for a fifth year to complete the district-established graduation requirements and how that will affect the student's ability to gain admission to a postsecondary educational institution

2. Consult with and provide information to the student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the student or with the student's educational rights holder if under 18 years of age, permit the student to stay in school for a fifth year to complete the district-established graduation requirements

CSBA NOTE: Pursuant to Education Code 51225.1, as amended by SB 532, until January 1, 2028, when a student enrolled in a juvenile court school who has completed the second year of high school transfers into the district or transfers between high schools within the district, and is not reasonably able to complete the district-established graduation requirements, but is reasonably able to complete the statewide coursework requirements, within the student's fifth year of high school, the district is required to exempt the student from the district-established graduation requirements and provide the student with the option to remain in school for a fifth year to complete the statewide requirements. In such situations, consultation with the student and the student's educational rights holder is required, as provided below.

When a juvenile court student who has completed the second year of high school transfers into the district or between high schools within the district, and the Superintendent or designee determines that the student is not reasonably able to complete the district-established graduation requirements within the student's fifth year of high school but is reasonably able to complete the statewide coursework requirements within the fifth year of high school, the student shall be exempted from all district-established graduation requirements and be provided with the option to remain in school for a fifth year to complete the statewide requirements. In such situations, the Superintendent or designee shall consult with the student and the student's educational rights holder, regarding the following: (Education Code 51225.1)

1. The student's option to remain in school for a fifth year to complete statewide coursework requirements

2. The effect of waiving the district-established requirements and remaining in school for a fifth year on the student's postsecondary education or vocation plans, including the ability to gain admission to an institution of higher education

3. Other options available to the student, including, but not limited to, possible credit recovery, and any transfer opportunities available through the California Community Colleges

4. The student's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements

Notification and Complaints

Information regarding the educational rights of former juvenile court school students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

CSBA NOTE: Education Code 51225.1 and 51225.2 provide that complaints of noncompliance with specified requirements related to the educational rights of former juvenile court school students may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4670. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the California Department of Education (CDE) and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint that the district has not complied with requirements regarding the education of former juvenile court school students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 48645-~~48648~~48650	Juvenile court schools
Ed. Code 48853.5	Immediate enrollment
Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits
Ed. Code 51225.3	High school graduation requirements
W&I Code 602	Minors violating law; ward of court

W&I Code 880-893	Wards and dependent children; juvenile homes, ranches, and camps

Management Resources	Description
California Child Welfare Council Publication	Partial Credit Model Policy and Practice Recommendations, September 2013
Website	CSBA District and County Office of Education Legal Services
Website	California Child Welfare Council
Website	California Department of Education, Juvenile Court Schools
Website	CSBA
Website	Youth Law Center
Youth Law Center Publication	Educational Injustice: Barriers to Achievement and Higher Education for Youth in California Juvenile Court Schools, 2016

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5125	Student Records
5125	Student Records
5125.2	Withholding Grades, Diploma Or Transcripts
5132	Dress And Grooming
5132	Dress And Grooming
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5145.6	Parent/Guardian Notifications

5145.6-E(1)	Parent/Guardian Notifications
6143	Courses Of Study
6143	Courses Of Study

6146.1 High School Graduation Requirements

Regulation 6173.3: Education For Juvenile Court School Students

Status: ADOPTED

Original Adopted Date: 07/11/2019 **| Last Reviewed Date:** 07/11/2019

The Superintendent or designee shall collaborate with the County Superintendent of Schools and the county probation department to facilitate the transition of students from a juvenile court school into the regular schools of the district. Such collaboration may include, but not be limited to, the development of data-sharing systems, communication strategies, and other structures that aid in the enrollment, placement, and continuous educational progress of such students.

Enrollment

A former juvenile court school student transferring into a regular district school shall be immediately enrolled in the school. The Superintendent or designee shall not deny enrollment to a student solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

Transfer of Coursework and Credits

When a student transfers from a juvenile court school into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed at that school and shall not require the student to retake the course. If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course completed. (Education Code 48645.5, 51225.2)

However, a student may be required to retake the portion of the course completed if the Superintendent or designee, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a former juvenile court school student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a former juvenile court school student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Graduation

If a student completes district graduation requirements while being detained in a juvenile facility, the district shall issue the student a diploma from the school the student last attended, unless the County Superintendent issues the diploma. (Education Code 48645.5)

A student who transfers to a district school from a juvenile court school shall generally be expected to complete all courses required by Education Code 51225.3 and to fulfill any additional graduation requirements prescribed by the Board of Education.

However, when a student who has completed his/her second year of high school transfers from a juvenile court school into a district school, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the student's social worker or probation officer of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the termination of the court's jurisdiction over the student. (Education Code 51225.1)

To determine whether a student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any former juvenile court school student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a former juvenile court school student to transfer schools in order to qualify for an exemption, and no request for a transfer solely to qualify for an exemption shall be made by a student, the person holding the right to make educational decisions for the student, or the student's social worker or probation officer. (Education Code 51225.1)

If a student is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a former juvenile court school student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if the student is under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution

2. Provide information to the student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Notification and Complaints

Information regarding the educational rights of former juvenile court school students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of former juvenile court school students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 48645-48650	Juvenile court schools
Ed. Code 48853.5	Immediate enrollment - https://simbli.eboardsolutions.com/SU/BToMGXPXJ2F76v8kQwqMVg==
Ed. Code 51225.1	Exemption from district graduation requirements - https://simbli.eboardsolutions.com/SU/xyKslshnpThDAZpqPeZnsB3IA==
Ed. Code 51225.2	Course credits - https://simbli.eboardsolutions.com/SU/MkGq9jkA3dpQO2NplusoDChaQ==
Ed. Code 51225.3	High school graduation requirements - https://simbli.eboardsolutions.com/SU/WNFAVVgiWv1wBeCknCeQnw==
W&I Code 602	Minors violating law; ward of court - https://simbli.eboardsolutions.com/SU/plusyKbS7j6FUplusNGslshhRV7BXQA==

W&I Code 880-893	Wards and dependent children; juvenile homes, ranches and camps - https://simbli.eboardsolutions.com/SU/cgq3IsaImbLXpluskYRn5yonw==

Management Resources References	Description
California Child Welfare Council Publication	Partial Credit Model Policy and Practice Recommendations, September 2013
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Child Welfare Council - https://simbli.eboardsolutions.com/SU/8BOlNMN9mtFkcAjmEbYOgA==
Website	California Department of Education, Juvenile Court Schools - https://simbli.eboardsolutions.com/SU/EtfsqUDTTwx5O1GbebTrIQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Youth Law Center - https://simbli.eboardsolutions.com/SU/TypYfsxSyRTA3njdHCslshCrA==
Youth Law Center Publication	Educational Injustice: Barriers to Achievement and Higher Education for Youth in California Juvenile Court Schools, 2016

Cross References	Description
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
5111	Admission - https://simbli.eboardsolutions.com/SU/GUaeicU7jgrM5znpNYGjqQ==
5111	Admission - https://simbli.eboardsolutions.com/SU/xQb0iX5ZndNOtMmjybpA0A==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/GPT61WhRNQ8pHfa3UXX8Ng==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/Bgrve0Gbkwy2h7YR9OcBmQ==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5125.2	Withholding Grades, Diploma Or Transcripts - https://simbli.eboardsolutions.com/SU/M4t47S8KUTzSplusIPyMLl2Aw==
5132	Dress And Grooming - https://simbli.eboardsolutions.com/SU/SMxDWML4ovtTEl9NUdAMslshw==
5132	Dress And Grooming - https://simbli.eboardsolutions.com/SU/XYeEB2XzTXue7AlhUlax4g==

5141.26	Tuberculosis Testing - https://simbli.eboardsolutions.com/SU/2I6VGcQ4GcfNVkCB4PkdWQ==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/jgOyR5ZG6oxquyYQgJUHxw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/1KEcWg3tdaMSHap3A6rQIA==
5145.6	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/JX5RxbCnbwTTWPyjOJsOtg==
5145.6-E PDF(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/i1IPc7H4r7uslsh0slshTWOspoew==
5145.6-E PDF(2)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/erp6x2bBEnAI5slshRCslshm9H4Q==
5145.6-E(1)	Parent/Guardian Notifications - https://simbli.eboardsolutions.com/SU/P8vISn1r6gykvA5Z6plusJSeg==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/plusvY1VMisWfdCKrDslshrWh8bQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/AmS1igTjx4X628bKgqW8Bw==

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Gina Potter, Ed.D.
Superintendent

☐ Informational
☒ Action

AGENDA ITEM: FIRST READING AND ADOPTION OF REVISED BOARD BYLAWS AND EXHIBITS - 9000 series

BACKGROUND INFORMATION:

The San Ysidro School District has a current agreement with the California School Boards Association (CSBA) for the maintenance of its Board Policy manual. This subscription service provides policy updates and ongoing consulting.

Governing Boards are responsible for the development and compliance of its board policies. They are responsible for adopting and revising policies in keeping with new laws and legislation that impact specific policies and administrative regulations.

Below is the list of revised Board Bylaws and Exhibits - 9000 series:

- Board Bylaw 9321/Exhibit(1)/Exhibit(2) - Closed Session

RECOMMENDATION:
Approve the First Reading and Adoption of Revised Board Bylaws and Exhibits - 9000 series: Board Bylaw 9321/Exhibit(1)/Exhibit(2) - Closed Session.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

REFERENCE GUIDE SHEET

9000 SERIES

Board Bylaw 9321 - Closed Session

Bylaw updated to reflect appellate court ruling in Fowler v. City of Lafayette, which clarified that when an item is agendized in closed session based on a threat of litigation made by a person outside of an open meeting and a district official or employee receiving knowledge of the threat made a record of the statement before the meeting, that statement is required to be made available to the public. Bylaw also updated to reference accompanying Exhibit (1) for specific agenda descriptions for closed session items and accompanying Exhibit (2) for descriptions to report out of specified closed session items. Additionally, Bylaw updated for clarity, precision, and consistency.

Exhibit(1) 9321 - Closed Session

Exhibit updated for clarity and precision, and for consistency with changes to the accompanying Board Bylaw.

Exhibit(2) 9321 - Closed Session

Exhibit updated for clarity and precision, and for consistency with changes to the accompanying Board Bylaw.

Bylaw 9321: Closed Session

Status: ADOPTED

Original Adopted Date: 12/01/2014 | **Last Revised Date:** ~~07~~12/01/~~2019~~2023 | **Last Reviewed Date:** ~~07~~12/01/~~2019~~2023

CSBA NOTE: ~~Pursuant to Government Code 54962, the~~The Governing Board may hold a closed session only for purposes expressly authorized by the Brown Act (Government Code 54950-54963~~)~~, Government Code 3549.1, or by a provision of the Education Code. ~~Government Code 54954.5 provides specific agenda descriptions for most~~ Prior to recessing to closed session ~~items authorized by~~ , the Brown Act~~, as described throughout this bylaw and the accompanying Exhibit (1). Following the closed session, Government Code 54957.7~~ requires the Board to ~~reconvene~~disclose the items to be discussed in ~~open session to~~closed session either verbally or by reference to the items as they are described in the posted agenda. Consistent with the Brown Act, Exhibit (1) provides specific language for most types of closed session items. Additionally, the Brown Act requires the Board to publicly report any action taken in closed session, ~~as described below and in the accompanying~~ and the vote or abstention on that action of every member present. Consistent with the Brown Act, Exhibit (2~~).~~) provides specific language for reporting out on closed session items following the closed session.

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the mee~~t~~ting, as required by law and ~~specified below.~~ (provided in the accompanying Exhibit (1). (Education Code 35145, Government Code 54954.~~2~~), 54954.5, 54957)

~~CSBA NOTE: Government Code 54957.7 requires that, before holding any closed session, the Board must disclose in an open meeting the item(s) to be discussed in the closed session. The Board may either state the information on the agenda or refer the public to the item(s) as listed by number or letter on the agenda.~~

In the open session preceding the closed session, the Board shall disclose the items to be discussed in clo~~s~~ed session. as specified in this bylaw. The Board may either state the information on the agenda or refer the public to the item(s) as listed by number or letter on the agenda. In the closed session, the Board may consider only those ~~matters~~items covered in its statement. (Government Code 54957. 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any ~~action~~actions taken in the closed session, the votes or abstentions thereon, and other disclosures as specified ~~below that are applicable to the matter being addressed.~~ in this bylaw. Such reports may be made in writing or orally at the location announced in the agenda for the closed sessio~~n~~. as required by law and provided in the accompanying Exhibit (2). (Education Code 32281; Government Code 54957.1, 54957.7)

CSBA NOTE: Pursuant to Government Code 54957.1, a document approved or adopted in a closed session must be provided to any person who has submitted a written request within 24 hours of the posting of the agenda or who has made a standing request for all documentation as part of a request for meeting notices pursuant to Government Code 54954.1 or 54956.

When an action taken during a closed session involves final approval or adoption of a document, such as a contract or settlement agreement, that becomes public upon such approval or adoption, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping ischanges to the document are completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

CSBA NOTE: Pursuant to Government Code 54963, a Board member who discloses confidential information received in a closed session may be referred to the local grand jury or may be subject to action in a court of law. For a definition of confidential information and the actions that may be taken against a Board member if such information is disclosed, see BB 9011 - Disclosure of Confidential/Privileged Information.

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. or the information has been publicly reported by the District. (Government Code 54963)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters: Appointment, Employment, Performance Evaluation, or Discipline/Dismissal/Release

CSBA NOTE: Government Code 54957 authorizes the use of closed sessions for personnel matters described belowto consider and, as applicable, vote on the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Consistent with Government Code 54957.1 and 54957.7, this provision may be interpreted to include a demotion or other change in employment status. For the purpose of these closed sessions, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes Board members. The Attorney General has concluded (in 59 Ops.Cal.Atty.Gen. 532 (1976)) that it is appropriate to use a closed session to discuss and evaluate Superintendent performance. However, under the "personnel exception," the Board may not discuss or act upon any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline under this exception.

In Fischer v. Los Angeles Unified School District, the court interpreted Government Code 54957 and found that the right to request an open session applies only when the Board hears specific complaints or charges brought against the employee. Thus, the right to request an open session

~~does not apply when the Board is meeting in closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee.~~, although such a discussion may occur under Government Code 54957.6.

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, ~~or~~ dismissal, or change in employment status of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957, 54957.1)

Personnel Matters: Specific Complaints or Charges

CSBA NOTE: ~~Pursuant to~~ Government Code 54957~~, failure~~ authorizes the use of ~~the Board to give~~ closed sessions to consider and, as applicable, vote on complaints or charges against an employee ~~against whom a "specific complaint or charge" has been made~~, so long as the district provides the employee with 24-hour notice ~~described below~~in advance of the closed session. Failure to provide such notice will render any action taken by the Board in the closed session null and void.

Determining whether a "specific complaint or charge" is involved is usually fact-specific and the Board should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as ~~necessary.~~ appropriate.

In *Furtado v. Sierra Community College District*, the court held that the term "specific complaints or charges" as used in Government Code 54957 does not include negative comments in an employee's performance evaluation. In another decision, *Bell v. Vista Unified School District*, the court determined that a presentation to the Board by a district staff member regarding an employee's violation of a California Interscholastic Federation rule constituted a "complaint or charge" and thus the employee was entitled to 24-hour notice. Yet another ruling, *Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners*, held that when a board rejects its hearing officer's findings of fact and conducts its own hearing, the employee must be given 24- hour notice.

Furthermore, an Attorney General opinion (78 Ops.Cal.Atty.Gen. 218 (1995)) has clarified that a probationary certificated employee does not have the right to an open session when the Board is discussing whether ~~or not~~ to reemploy the employee for a third consecutive school year. Education Code 44929.21 allows the Board to non-reelect a probationary certificated employee at the end of the first or second school year as long as written notice is given in accordance with law;. For more information, see AR 4117.6 - Decision Not to Rehire.

The Board may ~~also~~ hold a closed session to hear complaints or charges brought against an employee ~~by another person or employee~~, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the Superintendent or designee shall ensure that the employee ~~shall receive~~receives written notice of the right to have the complaints or charges heard in open session ~~if desired.~~ . This notice shall be delivered personally or by mail at least 24 hours before the time of the closed session. (Government Code 54957)

Personnel Matters: Application for Early Withdraw of Funds in Deferred Compensation Plan

The Board may hold a closed session to discuss an ~~employee's~~employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial

hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations/Collective Bargaining

CSBA NOTE: In Moreno v. City of King, the court held that the requirement for special meeting agenda items to notice the "business to be transacted or discussed" pursuant to Government Code 54956 does not eliminate the "brief general description of each item" requirement pursuant to Government Code 54954.2. The court also held that describing the business as "public employee (employment contract)" was not sufficient when at least a quarter of the meeting was devoted to a discussion of the employee and whether to terminate the employee. The court further held that describing the item as "public employee dismissal," as illustrated in Government Code 54954.5,
would not violate the employee's privacy rights and it would also provide adequate public notice that dismissal would be considered. The court noted that while Government Code 54954.5 does not provide the exclusive means of compliance with agenda specification requirements, it demonstrates how privacy rights can be protected while also providing adequate notice.CSBA NOTE: Pursuant to Government Code 54957.6, the Board is authorized to hold a closed session with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. However, Government Code 54957.6 explicitly prohibits the Board from taking final action in closed session on the proposed compensation of one or more unrepresented employees. Additionally, the Attorney General has concluded in 98 Ops.Cal.Atty. Gen. 41 (2015) that this exception does not permit the Board to meet in closed session with its designated representative to discuss the negotiation of a project labor agreement because the contractors and laborers covered by such an agreement are not district employees.

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

CSBA NOTE: Government Code 54957.1 requires the Board to publicly report any closed session action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee. The Attorney General, in 89 Ops.Cal.Atty.Gen. 110 (2006), opined that boards are not required to publicly report an action taken in closed session to reject the proposed dismissal of an employee, as such a decision to maintain the status quo does not constitute "an action taken to dismiss."

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

Negotiations/Collective Bargaining

~~CSBA NOTE: The Educational Employment Relations Act (Government Code 3540-3549.3) makes four specific exemptions from the Brown Act related to negotiations. Government Code 54957.6 provides that for the purpose of closed sessions related to collective bargaining, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes any elected official, Board member, or other independent contractor.~~

~~Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)~~

1. ~~Any meeting and negotiating discussion between the district and a recognized or certified employee organization~~

2. ~~Any meeting of a mediator with either party or both parties to the meeting and negotiating process~~

3. ~~Any hearing, meeting, or investigation conducted by a fact finder or arbitrator~~

4. ~~Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives~~

~~CSBA NOTE: The Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. The Attorney General has opined in 57 Ops. Cal. Atty. Gen. 209 (1974) that a board may not meet in closed session for such purposes without the use of a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The California Office of the Attorney General publication The Brown Act: Open Meetings for Local Legislative Bodies also states that the "labor exception" applies to the Board meeting in closed session to instruct its negotiator concerning negotiations with current or prospective employees.~~

~~The Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees,~~The Board may meet in closed session to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. ~~Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose~~A closed session regarding salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

~~Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a~~

~~specified designated representative, an agent or designee may participate~~ ~~in place of the absent representative as long as the name of the agent or designee is announced~~ ~~at an open session held~~ ~~prior to the closed session. The agenda shall~~ ~~also specify the name~~ ~~of~~ ~~the organization representing~~ ~~the employee(s) or the~~ ~~position title of the unrepresented employee who~~ ~~is the subject of the~~ ~~negotiations.~~ ~~(Government Code 54954.5)~~

~~Approval~~

CSBA NOTE: Pursuant to Government Code 54957.1, the Board may vote on an agreement regarding labor negotiations in closed session and then publicly report after the agreement is final and has been accepted or ratified by the other party. For a new collective bargaining agreement, however, it is also common practice for Boards to vote in open session rather than closed session.

Pursuant to Government Code 54957.1, approval in closed session of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. ~~This report shall identify~~However, the ~~item approved and the other party~~ ~~or parties to~~ ~~the~~ ~~negotiation.~~ Board may, at its sole discretion, vote on such an agreement is open session. (Government Code 54957.1)

CSBA NOTE: The Educational Employment Relations Act (EERA) (Government Code 3540-3549.3) lists certain exemptions from the Brown Act related to negotiations. The critical exemption for districts is that the Brown Act does not apply to a meeting of the Board if the meeting is exclusively for the purpose of discussing the Board's position regarding any matter within the scope of representation and determining how to instruct its designated representatives, regardless of whether its designated representatives attended. If it is combined with another closed session item and/or an open session item, then the Brown Act applies. It is recommended that the Board utilize this provision of the EERA sparingly and consult CSBA's District and County Office of Education Legal Services or legal counsel prior to meeting under this provision.

Pursuant to Government Code 3549.1, the Board may, without following the requirements of the Brown Act, meet in closed session exclusively for the purpose of discussing its position regarding any matter within the scope of representation or for the purpose of instructing its designated representatives. The Board shall not discuss any other item at any such closed session. (Government Code 3549.1)

Matters Related to Students

CSBA NOTE: This following section should be revised to reflect district practice. Education Code 35146, 48912, and 49070 permit a Board to consider in closed session any disciplinary action (except expulsion) against a student, any other action against a student, and a challenge to a student record. The district is required to provide the student and the student's parent/guardian with advance notice that the disciplinary action will be considered in closed session and that the parent/guardian may, within 48 hours from receipt of the notice, request the district to have the item heard in a public open session rather than in closed session. While Education Code 35146, 48912, and 49070 do not provide the days or hours prior to the meeting by which the notice to the student and the student's parent/guardian must be given, it is recommended that the district notify the student and the student's parent/guardian at least 72 hours before the meeting, including for special meetings.

If a public hearing would lead to the disclosure of confidential student information such as grades or

discipline information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. ~~If a written request for open session is received from the parent/guardian or adult student~~At least 72 hours prior to the start of the meeting of which the closed session is a part, the Superintendent or designee, on behalf of the Board, shall, in writing, by registered or certified mail or by personal service, notify the student and the student's parent/guardian of the intent of the Board to hear the item in closed session. If a written request for open session is received from the student or the student's parents/guardians within 48 hours of receiving the notice, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any other student ~~other than the student requesting the public meeting~~ shall ~~be~~remain in closed session. (Education Code 35146, 48912, 49070)

CSBA NOTE: Education Code 48918 requires a hearing to determine whether a student should be expelled. The hearing may be held by the Board, a hearing officer, or an administrative panel. See BP/AR 5144.1 – Suspension and Expulsion/Due Process.

~~The~~ If the Board conducts an expulsion hearing pursuant to Board Policy 5144.1 - Suspension and Expulsion/Due Process, the Board shall ~~meet~~do so in closed session ~~to consider the expulsion of a student,~~ unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board ~~may~~shall meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

~~CSBA NOTE: Although Government Code 54954.2 requires the agenda to have a brief general description of all closed session items to be discussed, Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code. Since the purpose of conducting the closed session is to protect student privacy rights, the following optional paragraph provides that student names shall not be included on the agenda.~~CSBA NOTE: Although Education Code 48918 states that student expulsion records are "nonprivileged, disclosable public records" and the Attorney General in 80 Ops.Cal.Atty.Gen. 85 (1997) has opined that districts must disclose the student's name, the court in *Rim of the World Unified School District v. San Bernardino County Superior Court* held that the federal Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) preempts state law and prohibits the disclosure of student expulsion records to the public. Failure to comply with FERPA may lead to loss of federal funding. Because of the potential conflict between state and federal law, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or legal counsel prior to adopting the following paragraph.

~~Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in~~ In order to ~~facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.~~

~~Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)~~

CSBA NOTE: Although Education Code 48918 states that student expulsion records are "nonprivileged, disclosable public records" and the Attorney General (80 Ops.Cal.Atty.Gen. 85 (1997)) has opined that districts must disclose the student's name, the court in Rim of the World Unified School District v. San Bernardino County Superior Court held that the federal Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) preempts state law and prohibits the disclosure of student expulsion records to the public. Failure to comply with FERPA may lead to loss of federal funding. Because of the potential conflict between state and federal law, it is recommended that districts consult legal counsel prior to adopting the following paragraph.

However, in taking final action, the Board shall not release any information in violation ofprotect student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open , the identity of a student shall not be listed in the agenda and, unless the item is heard in open session, shall not be included in any report after closed session. Additionally, a student matter shall be listed in the open session portion of the agenda with the same description and numbering system as it was on the closed session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name. portion of the agenda.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorneyDistrict Attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public
services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

Agenda items related to these security matters shall specify the name of the law enforcement agencyBoard Bylaw 9320 – Meetings and the title of the officer, or name of applicable agency representativeNotices and title, with whom the Board will consult. (Government Code 54954.5)Bylaw/Exhibit (1) 9323.2 – Actions By The Board.

The Board may also meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code 32281)

Real Property Negotiations

CSBA NOTE: AnThe Attorney General opinion (opined in 94 Ops.Cal.Atty.Gen. 82 (2011)) has concluded) that only three subjects related to real property negotiations may be considered in closed session: (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights to be acquired or transferred;, (2) the form, manner, and timing of how that consideration will be paid;, and (3) items that are essential to arriving at the authorized price and payment terms. Public disclosure of such items would reveal information that Government Code 54956.8 permits to be kept confidential. Although Attorney General opinions

~~are not binding, they are accorded deference by the courts.~~

~~In addition, the California Office of the Attorney General publication The Brown Act: Open Meetings for Legislative Bodies states that, since Government Code 54957.1 requires the Board to report, at the conclusion of a closed session, the approval of a final agreement concluding real property negotiations, the Board's power to grant authority to its negotiator must also include the power to finalize any agreement so negotiated.~~

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

~~Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)~~

~~Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)~~

~~When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)~~

~~Pending~~Anticipated Litigation/Initiation of Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding ~~pending~~anticipated litigation or whether to initiate litigation when discussion of ~~the~~either matter in open session would prejudice the district's position ~~in the~~with respect to such litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

CSBA NOTE: Pursuant to Government Code 54956.9, the district is considered to be a "party," or to have "significant exposure," to ~~a~~ litigation if any of its officers or employees is a party or has significant exposure to the litigation under circumstances specified ~~in items #1 and #2~~ below.

Litigation is considered ~~"pending" in any of the following circumstances: (Government Code 54956.9)~~

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(d)(1))

2. A point has been reached wherebe "anticipated" when, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether,against a district officer or employee based on existing factsprior or circumstances, a closed session is authorized. prospective activities or alleged activities during and potentially during the course and scope of that office or employment. (Government Code 54956.9(d)(2), (3))

   Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

a.1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.

b.2.Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.

c.3. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

d.4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

e.5.A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9 (d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so

would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-c above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.

2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Joint Powers Agency Issues

CSBA NOTE: Under certain circumstances, Government Code 54954.5 enables multiple anticipated litigation items to be grouped together into one closed session agenda item so long as the number of items is listed in the agenda. However, given the complexity and nuance of the different disclosure requirements for anticipated litigation items, it is recommended that each anticipated litigation item be listed as a separate agenda item.

In *Fowler v. City of Lafayette*, the appellate court clarified that when an item is agendized in closed session based on Item #5 above, then Government Code 54956.9 requires that the statement be made available to the public. Upon receiving a threat of litigation in such a manner, the Board

should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate. The following paragraph should be revised to reflect district practice.

Each agenda item related to anticipated litigation shall only contain one such matter. For an anticipated litigation item that is anticipated based on Items #2, #3, or #5 above, the agenda item shall also include the facts or circumstances that might result in litigation, the claim or written threat of litigation, or the record of the threat. However, the agenda item shall not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on the alleged victim's behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed. (Government Code 54956.9)

Existing Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding existing litigation when discussion of the matter in open session would prejudice the district's position with respect to such litigation. Litigation is considered to be "existing" when the district has been named a party to the litigation or a district officer or employee has been named a party to the litigation based on prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which involves whether an activity is outside the course and scope of the office or employment. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a
court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Tort, Public, or Workers' Compensation Liability

CSBA NOTE: The following ~~paragraphs are~~paragraph is for use by districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. ~~(Government Code 54956.95)~~

~~Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)~~

~~Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed
against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)~~(Government Code 54956.95)

Joint Powers Agency Issues

CSBA NOTE: Pursuant to Government Code 54956.96, a JPA may adopt a provision, either through a policy or through the joint powers agreement, authorizing a school district Board member serving on the JPA board to disclose confidential information received during the JPA board's closed session under the circumstances specified below. Government Code 54954.5

provides an agenda description for the purpose of this closed session. The following optional ~~paragraphs are~~paragraph is for use by districts that participate in a JPA that has adopted such a provision.

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may ~~also~~ meet in closed session in order to receive, discuss, and take action concerning information ~~obtained in a closed session of the JPA~~ that has direct financial or liability implications for the district and that was obtained in a closed session of a JPA of which the district is a member. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

~~Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5))~~

Review of Audit Report from California State Auditor's Office

CSBA NOTE: Government Code 54956.75 authorizes the Board to meet in closed session to discuss a confidential final draft audit report from the California State Auditor's Office. This authority relates to situations in which a member of the legislature has requested the California State Auditor's Office to audit a school district. This audit is separate from the annual audit that districts must conduct pursuant to Education Code 41020. The law does not authorize the Board to meet in closed session to discuss the district's annual audit.

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report ~~must~~shall be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

~~Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)~~

~~CSBA NOTE: Government Code 54956.75 does not specify reporting requirements for closed sessions related to the review of the audit report from the State Auditor. The following optional paragraph reflects the purpose of the closed session.~~

~~Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.~~

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

~~GSBA NOTE: The following optional paragraph provides for compliance with Government Code 54954.2, which requires the agenda to have a brief general description of all closed session items to be discussed. Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code.~~

~~Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.~~

~~GSBA NOTE: The following optional paragraph provides for compliance with Government Code 54954.2, which requires the agenda to have a brief general description of all closed session items to be discussed. Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code.~~

~~Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.~~

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging student records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
~~Gov. Code 54950~~	~~Brown Act - Meetings~~
Gov. Code 54950-54963	The Ralph M. Brown Act
Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act
Management Resources	**Description**
~~Attorney General Opinion~~	~~57 Ops. Cal. Atty. Gen. 209 (1974)~~

Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council, (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan

1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications

4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4244	Complaints
4312.1	Contracts
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information
4340	Bargaining Units

4344	Complaints
4344	Complaints
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5125	Student Records
5125	Student Records
5125.3	Challenging Student Records
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information
9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

Bylaw 9321: Closed Session

Status: ADOPTED

Original Adopted Date: 01/23/2020 **| Last Reviewed Date:** 01/23/2020

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code 54954.2)

In the open session preceding the closed session, the Board shall disclose the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

The Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda

items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization

2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process

3. Any hearing, meeting, or investigation conducted by a fact finder or arbitrator

4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student

expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

Agenda items related to these security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code 32281)

Real Property Negotiations

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent

domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(d)(1))

2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

   Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

   a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.

   b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.

   c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

   d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

   e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9 (d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.

2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA that has direct financial or liability implications for the district. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

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

State References	Description
Ed. Code 35145	Public meetings - https://simbli.eboardsolutions.com/SU/2zbplusTYPnqJITCLZ5nGLIuA==
Ed. Code 35146	Closed sessions regarding suspensions - https://simbli.eboardsolutions.com/SU/faH69lwvLAJf8Pqslshf87uhg==
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more - https://simbli.eboardsolutions.com/SU/HINpslshxbyLwME3nPO6mb5IA==
Ed. Code 48912	Governing board suspension - https://simbli.eboardsolutions.com/SU/lOLpMiSqCXkhplus1ZCWJDm0w==
Ed. Code 48918	Rules governing expulsion procedures - https://simbli.eboardsolutions.com/SU/89M9d5hNME0ALE30O8bQMw==
Ed. Code 49070	Challenging student records - https://simbli.eboardsolutions.com/SU/7FoEgG7fDCBs04Akix6AKA==
Ed. Code 60617	Meetings of governing board - https://simbli.eboardsolutions.com/SU/PZRRQYqTVMOHViVkaiqIvg==
Gov. Code 3540-3549.3	Educational Employment Relations Act - https://simbli.eboardsolutions.com/SU/v7Ve6br1aONvKXSwaun7ug==
Gov. Code 54950-54963	The Ralph M. Brown Act - https://simbli.eboardsolutions.com/SU/Zh2Bb3plus0XDQweT5vBx4GSg==

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources References	Description
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Bell v. Vista Unified School District (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale (1993) 5 Cal.App. 4th 363
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	League of California Cities - https://simbli.eboardsolutions.com/SU/TUf8jslshHeiQslshKJpHe2qEtug==

Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/6VIgVoRqICPfexScAiMJbA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jlslshWyG1myr3r3LT6ybplus88A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==
2120	Superintendent Recruitment And Selection - https://simbli.eboardsolutions.com/SU/KplusEIXew4n7CSUQRaP29Vcw==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/SrcoN8hwjplusCBpsEGTwmpaQ==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/C6xMIn4EVClLsplus1Qcag12g==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/snI7UuC2a2TuCuBYc9Cslsh2g==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/XZqh0YeMnwcUsslshtxvPGogA==

3515	Campus Security - https://simbli.eboardsolutions.com/SU/BazMpEOiby4edOHjSGrQqA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/WGnpBaTQVhdslshSX6RUBw8hg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshl1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/hESWDzNlCVBL4CkwCS2oqQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/Jq6plusqrzxnKCsHCplusF6tVuQw==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/I7xazfmPT9pSxWVVLXhoAA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/iJVCLHplusd0emC5ahdOQgZGg==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/bAccc4mn5slshgN2C6y0PpnWg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/NrEVwMw6PJJDL4bplus1RslshmwQ==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/slshVbQa5lcplus7jCyplusN0vaOJnw==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUlClLEpQ3N9wg0E4Bg==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/8BF4XXtThplusHyMYDG4JT3fw==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/URm8f8Y9UWWByR30slshlaKDw==
4112.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/rqSp7LsvGwgeRBuO3CjudA==
4112.9-E PDF(4)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RiY6sBOvtZjslshkGuVMKWdLQ==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/BFgcRoD4M25xyYjsmxUnqA==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/5OLsaEzDpyJtZIMsslshGd2Lg==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/zyrEhHh6KnfG9AKVh0ZMNw==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/j95uO7vaattqunphvBbYIQ==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/hwaFajBHvODCXQdKIqvz4Q==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/loKsqVRTwKEYctzGA4g2slshw==
4140	Bargaining Units - https://simbli.eboardsolutions.com/SU/QCnzcaBJ1WToRTrvIFYcCA==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/2Cyp5HS4R1aumR0WVV3uCw==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/RITIVSoi2j8hozBfepnWiQ==

4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/T4slsh1R1GXMRHdDCSw8nslZQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEly1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
4212.6	Personnel Files - https://simbli.eboardsolutions.com/SU/uNiu75vyJXMvsclI7slshOVGg==
4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Whi8UKXYLR1N5t2qid1APg==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/bKgNwdQAUULSpluscGFRsLmXQ==
4212.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/zMD6tbaIzFplus6SLtFFoB3Hg==
4212.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/7bZTplus3Z98mODNKQSpyslshZ4w==
4212.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/OslshAIslshAqTUPsxDaNSas9fkQ==
4215	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/BGk7cxSb7N8plusXwplusAAzaUlQ==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/tmF5kkuxgNdyu04wdfslsh44Q==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/RCIt5Libb5mTjTWMnqRqQw==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/VKlylb8yQYv7slsh2ZhEh1qmg==
4240	Bargaining Units - https://simbli.eboardsolutions.com/SU/B89mUFlJXfK48I6UIcN6mw==
4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/NPMGKYZBEIAVLaihslshWCDdA==
4243.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/XDnv1qAV9GMXWvpy3i2JTA==
4243.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/3Rp02YqTU8U2SBQ2lSr6uw==
4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQlFGA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slshDcB0sO5u0RY0tUKSZwVgw==
4312.1	Contracts - https://simbli.eboardsolutions.com/SU/G21QkoJmweXy5Bm5bslshK6eQ==
4312.6	Personnel Files - https://simbli.eboardsolutions.com/SU/slshQ37eOVLFslshfF0try0wpUNA==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/VQbO5zeg9aWBJyflPAVADQ==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/TN2PDxjjZhNlWdb1qB5MSA==
4312.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/nEAdd6ffJchjaUXV7FgoEw==
4312.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RNaAVmS6ngJ9zPWtfa7jSQ==
4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/wqplus0lwPkAXmplusKslshTsplusA33Xw==

4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/UdQGNJ46U3p26PI80PL6cQ==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BRu9J71Or7e3MtrWoiwxCA==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/dv0vgSXwislshplusamplusr6pQzcslshQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/plusnVGas413plusulrdVPloINxw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/8ksIbpS7OxQBTiX2Y03LGA==
5119	Students Expelled From Other Districts - https://simbli.eboardsolutions.com/SU/6NcJbQ95Bzy5p30A76WeSA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5125.3	Challenging Student Records - https://simbli.eboardsolutions.com/SU/S9idkxEuToP0XSJgVsv0dQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/TmZ3V9hBhQTlZzpfmXIKEg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/evlgoJdiV3OVQakeqroGOQ==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/ciplusM9jHmN8A9EYsTDyBc4Q==
9121	President - https://simbli.eboardsolutions.com/SU/8slshPL9Q8nAVREDDgLy0oPJQ==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/zttbsXMjnVGFMUQTUzCyOw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==

9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/Q2DNQERfzcBY1yXrtDM5Xw==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/HYbc3y30dclhkp5Y1plusx49w==
9323.2-E PDF(1)	Actions By The Board - https://simbli.eboardsolutions.com/SU/Mghslsh8AyxyEBhj9tbPplusca6g==
9323.2-E PDF(2)	Actions By The Board - https://simbli.eboardsolutions.com/SU/TNeJrr1bk8B4EvwSDHqgHg==

Exhibit 9321-E(1): Closed Session **Status:** ADOPTED
Original Adopted Date: 07/01/2019 | **Last Reviewed Date:** ~~07~~12/01/~~2019~~2023

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for each Governing Board meeting must contain a general description of each item to be discussed in closed session; see the accompanying Board ~~bylaw. Specific~~Bylaw. Government Code 54954.5 provides specific agenda descriptions for most closed session items ~~are provided in Government Code 54954.5. The district may use substantially similar~~ and that language ~~and should consult with legal counsel as necessary. The following Exhibit reflects Government Code 54954.5 and, where~~is reflected below. Where the law does not provide ~~an~~a specific agenda description for a ~~matter that is an allowable use of~~ closed session~~, presents examples of agenda descriptions that would~~ item, the language offered below is designed to inform the public of the purpose of the item without breaching confidentiality. Language in parentheses is for informational purposes only and should not be included as part of the general description of an item. The district may revise the following ~~descriptions to reflect district practice and should consult with CSBA's~~ District and County Office of Education Legal Services or district legal counsel as appropriate.

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957
Title: _____
(Specify position to be filled)

PUBLIC EMPLOYMENT
Government Code 54957
Title: _____
(Specify position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957
Title: _____
(Specify ~~position~~title of employee being evaluated)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957
(~~No~~Due to employee privacy rights, no additional information ~~is required. An employee's dismissal or nonrenewal shall not~~may be ~~reported until the employee has first exhausted any right to a hearing or other administrative remedy~~provided.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957
(~~No~~Due to employee privacy rights, no additional information ~~is required.)~~may be provided.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN
Government Code 54957.10
(No additional information ~~is required~~may be provided.)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6

District-~~designated representatives:~~Designated Representatives:
_____
(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee ~~organization:~~Organization:
_____
(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented ~~employee:~~Employee(s):
_____
(Specify position of unrepresented employee(s) who ~~is~~are the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION
Education Code 35146
~~Student identification number:~~
_____
~~*(It is recommended that the student's name not be listed.*~~
Tracking/Identification Number:
_____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION
Education Code 48912
~~Student identification number:~~
_____
~~*(It is recommended that the student's name not be listed.*~~
Tracking/Identification Number:
_____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL
Education Code 49070
~~Student identification~~ ~~number:~~

~~*(It is recommended that the student's name not be listed.*~~
Tracking/Identification Number:

(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action ~~under consideration:~~
Under Consideration:

(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

~~Student identification~~ ~~number:~~

~~*(It is recommended that the student's name not be listed.*~~

Tracking/Identification Number:

(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES
Government Code 54957
Consultation ~~with~~With:
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN
Education Code 32281
Consultation ~~with~~With:
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code 54956.8

Property:
(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

District ~~negotiator:~~

Negotiator: _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Party With Whom District Is Negotiating ~~parties:~~

_____:

_____

(Specify name of party, not agent.)

Under ~~negotiation~~Negotiation: _____

(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

~~Pending~~Anticipated Litigation/Initiation of Litigation

CSBA NOTE: For an anticipated litigation or initiation of litigation closed session item, the district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). Boards should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

(If applicable) Existing Facts And Circumstances: _____

CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
Initiation of litigation pursuant to Government Code 54956.9(d)(4)

(If applicable) Existing Facts And Circumstances: _____

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Government Code 54956.9(d)(1)

Name ~~of case~~Of Case: _____
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

~~CONFERENCE WITH LEGAL COUNSELANTICIPATED LITIGATION~~
~~Government Code 54956.9(d)(2) or (3)~~

~~Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3). Number of potential cases: _____~~

~~Or~~

~~Initiation of litigation pursuant to Government Code 54956.9(d)(4). Number of potential cases:~~

~~If applicable, facts and circumstances:~~
~~*(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and*~~
~~*circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the district and that are known to potential plaintiff(s).)*~~

~~**Joint Powers Authority Issues**~~

~~LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY~~
~~Government Code 54956.95~~

~~Name of claimant(s):~~
~~*(Specify name, except pursuant to Government Code 54961*~~

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS
Government Code 54956.95

Name Of Claimant(s):
(Specify name, except when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name ~~of agency against which the claim is made:~~

~~CONFERENCE INVOLVING~~ Of Agency Against Which Claim Is Made:

Joint Powers Authority Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT
Government Code 54956.96

Name ~~of~~Of JPA:

Discussion ~~will concern:~~
Will Concern:
(Specify closed session description used by the JPA.)

Name ~~of district representative on JPA board:~~

~~Names of agencies or titles of representatives attending the closed session as consultants or other representatives, if applicable:~~

Of District Representative On JPA board:

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT
Education Code 60617
~~The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.~~
(Reference resolution in which board agreed to accept the terms or conditions established by rules and regulations of the State Board of Education.)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging student records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
~~Gov. Code 54950~~	~~Brown Act - Meetings~~
Gov. Code 54950-54963	The Ralph M. Brown Act

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act

Management Resources	Description
~~Attorney General Opinion~~	~~57 Ops. Cal. Atty. Gen. 209 (1974)~~
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)

Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council, (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees

1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units

4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4244	Complaints
4312.1	Contracts
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information
4340	Bargaining Units
4344	Complaints
4344	Complaints
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5125	Student Records

5125	Student Records
5125.3	Challenging Student Records
5144	Discipline

5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information
9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board

Exhibit (PDF) 9321-E PDF(1): Closed Session - Board Meeting Agenda Descriptions for Closed Session Items

Status: ADOPTED

Original Adopted Date: 01/23/2020

See PDF on the next page.

Exhibit

Board Bylaws E(1) 9321(a)

CLOSED SESSION

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957
Title:

_____
(Specify position to be filled)

PUBLIC EMPLOYMENT
Government Code 54957
Title:

_____
(Specify position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957
Title:

_____
(Specify position of employee being evaluated)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957
(No additional information is required. An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957
(No additional information is required.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN
Government Code 54957.10
(No additional information is required.)

CLOSED SESSION (continued)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6

District-designated representatives:

_____

(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization:

_____

(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented employee:

_____

(Specify position of unrepresented employee who is the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION
Education Code 35146
Student identification number:

_____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION
Education Code 48912
Student identification number:

_____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL
Education Code 49070
Student identification number:

_____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

CLOSED SESSION (continued)

CONFIDENTIAL STUDENT MATTER

Action under consideration:

_____

(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Student identification number:

_____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES
Government Code 54957
Consultation with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN
Education Code 32281
Consultation with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code 54956.8

Property:

_____

(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

District negotiator:

_____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

CLOSED SESSION (continued)

Negotiating parties: _____
(Specify name of party, not agent.)

Under negotiation: _____
(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Pending Litigation

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Government Code 54956.9(d)(1)

Name of case: _____
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Government Code 54956.9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3). Number of potential cases: _____

Or

Initiation of litigation pursuant to Government Code 54956.9(d)(4). Number of potential cases:_____

If applicable, facts and circumstances: _____
(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the district and that are known to potential plaintiff(s).)

Joint Powers Authority Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY
Government Code 54956.95

Name of claimant(s): _____

CLOSED SESSION (continued)

(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name of agency against which the claim is made: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT
Government Code 54956.96

Name of JPA: _____

Discussion will concern:

_____
(Specify closed session description used by the JPA.)

Name of district representative on JPA board:

_____

Names of agencies or titles of representatives attending the closed session as consultants or other representatives, if applicable: _____

_____

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT
Education Code 60617
The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

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

State References	Description
Ed. Code 35145	Public meetings - https://simbli.eboardsolutions.com/SU/2zbplusTYPnqJITCLZ5nGLIuA==
Ed. Code 35146	Closed sessions regarding suspensions - https://simbli.eboardsolutions.com/SU/faH69lwvLAJf8Pqslshf87uhg==
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more - https://simbli.eboardsolutions.com/SU/HINpslshxbyLwME3nPO6mb5IA==
Ed. Code 48912	Governing board suspension - https://simbli.eboardsolutions.com/SU/lOLpMiSqCXkhplus1ZCWJDm0w==
Ed. Code 48918	Rules governing expulsion procedures - https://simbli.eboardsolutions.com/SU/89M9d5hNME0ALE30O8bQMw==
Ed. Code 49070	Challenging student records - https://simbli.eboardsolutions.com/SU/7FoEgG7fDCBs04Akix6AKA==
Ed. Code 60617	Meetings of governing board - https://simbli.eboardsolutions.com/SU/PZRRQYqTVMOHViVkaiqIvg==
Gov. Code 3540-3549.3	Educational Employment Relations Act - https://simbli.eboardsolutions.com/SU/v7Ve6br1aONvKXSwaun7ug==
Gov. Code 54950-54963	The Ralph M. Brown Act - https://simbli.eboardsolutions.com/SU/Zh2Bb3plus0XDQweT5vBx4GSg==

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources References	Description
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
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Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale (1993) 5 Cal.App. 4th 363

Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	League of California Cities - https://simbli.eboardsolutions.com/SU/TUf8jslshHeiQslshKJpHe2qEtug==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/6VIgVoRqICPfexScAiMJbA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jlslshWyG1myr3r3LT6ybplus88A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==

2120	Superintendent Recruitment And Selection - https://simbli.eboardsolutions.com/SU/KplusEIXew4n7CSUQRaP29Vcw==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/SrcoN8hwjplusCBpsEGTwmpaQ==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/C6xMIn4EVClLsplus1Qcag12g==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/snI7UuC2a2TuCuBYc9Cslsh2g==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/XZqh0YeMnwcUsslshtxvPGogA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/BazMpEOiby4edOHjSGrQqA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/WGnpBaTQVhdslshSX6RUBw8hg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshl1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/hESWDzNlCVBL4CkwCS2oqQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/Jq6plusqrzxnKCsHCplusF6tVuQw==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/I7xazfmPT9pSxWVVLXhoAA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/iJVCLHplusd0emC5ahdOQgZGg==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/bAccc4mn5slshgN2C6y0PpnWg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/NrEVwMw6PJJDL4bplus1RslshmwQ==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/slshVbQa5lcplus7jCyplusN0vaOJnw==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUIClLEpQ3N9wg0E4Bg==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/8BF4XXtThplusHyMYDG4JT3fw==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/URm8f8Y9UWWByR30slshlaKDw==
4112.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/rqSp7LsvGwgeRBuO3CjudA==
4112.9-E PDF(4)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RiY6sBOvtZjslshkGuVMKWdLQ==

4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/BFgcRoD4M25xyYjsmxUnqA==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/5OLsaEzDpyJtZIMsslshGd2Lg==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/zyrEhHh6KnfG9AKVh0ZMNw==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/j95uO7vaattqunphvBbYlQ==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/hwaFajBHvODCXQdKIqvz4Q==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/loKsqVRTwKEYctzGA4g2slshw==
4140	Bargaining Units - https://simbli.eboardsolutions.com/SU/QCnzcaBJ1WToRTrvIFYcCA==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/2Cyp5HS4R1aumR0WVV3uCw==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/RITIVSoi2j8hozBfepnWiQ==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/T4slsh1R1GXMRHdDCSw8nsIZQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEIy1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
4212.6	Personnel Files - https://simbli.eboardsolutions.com/SU/uNiu75vyJXMvsclI7slshOVGg==
4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Whi8UKXYLR1N5t2qid1APg==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/bKgNwdQAUULSpluscGFRsLmXQ==
4212.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/zMD6tbaIzFplus6SLtFFoB3Hg==
4212.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/7bZTplus3Z98mODNKQSpyslshZ4w==
4212.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/OslshAIslshAqTUPsxDaNSas9fkQ==
4215	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/BGk7cxSb7N8plusXwplusAAzaUlQ==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/tmF5kkuxgNdyu04wdfslsh44Q==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/RCIt5Libb5mTjTWMnqRqQw==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/VKlylb8yQYv7slsh2ZhEh1qmg==
4240	Bargaining Units - https://simbli.eboardsolutions.com/SU/B89mUFIJXfK48I6UIcN6mw==

4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/NPMGKYZBEIAVLaihslshWCDdA==
4243.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/XDnv1qAV9GMXWvpy3i2JTA==
4243.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/3Rp02YqTU8U2SBQ2lSr6uw==
4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQlFGA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slshDcB0sO5u0RY0tUKSZwVgw==
4312.1	Contracts - https://simbli.eboardsolutions.com/SU/G21QkoJmweXy5Bm5bslshK6eQ==
4312.6	Personnel Files - https://simbli.eboardsolutions.com/SU/slshQ37eOVLFslshfF0try0wpUNA==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/VQbO5zeg9aWBJyflPAVADQ==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/TN2PDxjjZhNlWdb1qB5MSA==
4312.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/nEAdd6ffJchjaUXV7FgoEw==
4312.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RNaAVmS6ngJ9zPWtfa7jSQ==
4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/wqplus0lwPkAXmplusKslshTsplusA33Xw==
4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/UdQGNJ46U3p26PI80PL6cQ==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BRu9J71Or7e3MtrWoiwxCA==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/dv0vgSXwislshplusamplusr6pQzcslshQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/plusnVGas413plusulrdVPloINxw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/8kslbpS7OxQBTiX2Y03LGA==
5119	Students Expelled From Other Districts - https://simbli.eboardsolutions.com/SU/6NcJbQ95Bzy5p30A76WeSA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
5125.3	Challenging Student Records - https://simbli.eboardsolutions.com/SU/S9idkxEuToP0XSJgVsv0dQ==

5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/TmZ3V9hBhQTlZzpfmXIKEg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/evlgoJdiV3OVQakeqroGOQ==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/ciplusM9jHmN8A9EYsTDyBc4Q==
9121	President - https://simbli.eboardsolutions.com/SU/8slshPL9Q8nAVREDDgLy0oPJQ==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/zttbsXMjnVGFMUQTUzCyOw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/Q2DNQERfzcBY1yXrtDM5Xw==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/HYbc3y30dclhkp5Y1plusx49w==
9323.2-E PDF(1)	Actions By The Board - https://simbli.eboardsolutions.com/SU/Mghslsh8AyxyEBhj9tbPplusca6g==
9323.2-E PDF(2)	Actions By The Board - https://simbli.eboardsolutions.com/SU/TNeJrr1bk8B4EvwSDHqgHg==

Exhibit 9321-E(2): Closed Session
Status: ADOPTED
Original Adopted Date: 07/01/2019 | **Last Reviewed Date:** ~~07~~12/01/~~2019~~2023

REPORTS OF CLOSED SESSION ACTIONS

CSBA NOTE: Pursuant to Government Code 54957.7, whenever the Governing Board holds a closed session, it must reconvene in open session following the closed session to report on its actions, either orally or in writing, and make any disclosures required by ~~Government Code 54957.1.~~law; see the accompanying Board Bylaw. The ~~following Exhibit reflects Government Code 54957.1 and, where~~language offered below is intended to follow the specific reporting requirements found in law. Where the law does not specifically address the reporting of ~~any matter that is an allowable use of~~a closed session, ~~presents sample~~ item, the following language ~~that would~~is designed to inform the public of the Board's action without breaching confidentiality. Language in parentheses is for informational purposes only and should not be included as part of the general description of an item. The district may revise the following ~~examples~~descriptions to reflect district practice and should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as ~~necessary~~appropriate.

Following a closed session during any Governing Board meeting, the Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

CSBA NOTE: Government Code 54957.1 requires the Board to publicly report any closed session action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee. The Attorney General, in 89 Ops.Cal.Atty.Gen. 110 (2006), opined that boards are not required to publicly report an action taken in closed session to reject the proposed dismissal of an employee, as such a decision to maintain the status quo does not constitute "an action taken to dismiss."

PUBLIC EMPLOYEE APPOINTMENT

Title ~~of *position*~~: _____
(Specify position to be filled)

~~Action taken:~~ _____
~~*(e.g., appointment/employment/evaluation/discipline/dismissal/release)*~~

~~Board member votes/abstentions:~~ _____

Appointment Made: (*Yes; otherwise no action taken)*

Ayes:	
Nays:	
Abstentions:	
Absent:	

Recused:

(Enter names of Board members)

PUBLIC EMPLOYMENT

Title: _____
(Specify position to be filled)

Decision to Employ: *(Yes; otherwise no action taken)*

Ayes:	
Nays:	
Abstentions:	
Absent:	
Recused:	

(Enter names of Board members)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

(If applicable) Board evaluated an employee in the above listed position.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CSBA NOTE: Pursuant to Government Code 54957.1, the general requirement is that any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session is required be reported after closed session. Any such report is also required to identify the title of the position even for items where the item of the position was not listed in the agenda. However, Government Code 54957.7 provides for an exception such that the report of a dismissal or of the nonrenewal of an employment contract must be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

Title: _____
(Specify position affected)

(If applicable) Decision to Dismiss/Release: *(Yes; otherwise no action taken)*

Ayes:	
Nays:	
Abstentions:	
Absent:	
Recused:	

(Enter names of Board members)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

(If applicable) Board heard/discussed a specific complaint or charge against an employee.

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

(If applicable) Board received/discussed an employee's application for early withdrawal of funds in deferred compensation plan.

Negotiations/Collective Bargaining

~~Approval of final agreement with represented employees~~

~~Item approved:~~ _____

~~Other party/parties to the negotiation:~~ _____

~~Board member votes/abstentions:~~ _____

(If applicable) Agreement Reached With: _____
(Specify Employee Organization)

Ayes:
Nays:
Abstentions:
Absent:
Recused:
(Enter names of Board members)

Matters Related to Students

~~*(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)*~~

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT EXPULSION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT GRADE CHANGE APPEAL

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

Security Matters

~~Action taken:~~ _____
~~*(e.g., consultation with law enforcement; approval of contract or memorandum of understanding; approval of tactical response plan, without disclosing the details of the plan)*~~

~~Board member votes/abstentions:~~ _____

THREAT TO PUBLIC SERVICES OR FACILITIES

(If applicable) Board consulted with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) Board approved a Tactical Response Plan.

Ayes:	
Nays:	
Abstentions:	
Absent:	
Recused:	

(Enter names of Board members)

Real Property Negotiations

~~Action taken:~~ _____
~~*(Report if Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has* approved *the agreement.)*~~

~~Substance of the agreement:~~ _____

~~Board member votes/abstentions:~~ _____

~~Existing Litigation~~

~~Action taken related to existing litigation:~~
_____
~~*(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation; or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)*~~

~~Adverse party/parties, if known:~~ _____

~~Substance of the litigation: _____~~

~~Board member votes/abstentions: _____~~

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement concluding real estate negotiations pursuant to Government Code 54956.8 in closed session, it is required to report the vote and the substance of the agreement in open session at the public meeting during which the closed session is held. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

(If applicable) Board approved an agreement concluding real estate negotiations and the agreement~~.~~ is final.

SubstanceOf Agreement: _____

Ayes :

Nays :

Abstentions:

Absent:

Recused:

(Enter names of Board members)

Anticipated Litigation/Initiation of Litigation

~~Action taken: The Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.~~
~~*(The report does not need to initially identify the action, defendants, or other details.)*~~

~~Board member votes/abstentions: _____~~

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement resolving litigation that is anticipated or litigation that the district was going to initiate, it is required to report the vote and the substance of the agreement in open session at the public meeting during which the closed session is held. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(If applicable) Board has given approval to legal counsel to defend the district against anticipated litigation.

Ayes :

Nays :

Abstentions:

Absent:

Recused:

(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s):

Substance Of Agreement:

Ayes:

Nays:

Abstentions:

Absent:

Recused:

(Enter names of Board members)

CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION

CSBA NOTE: Pursuant to Government Code 54957.1, in the case of approval given to initiate litigation, the Board is only required to report that it gave direction to initiate litigation. However, the Superintendent or designee is required, upon inquiry by any person, to disclose additional information regarding the action such as the name(s) of the defendant(s) once the litigation is formally commenced, unless doing so would jeopardize the district's ability to effectuate service of process on one or more unserved parties or conclude existing settlement negotiations to its advantage.

(If applicable) Board has given approval to legal counsel to initiate litigation.

Ayes:

Nays:

Abstentions:

Absent:

Recused:

(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s):

Substance Of Agreement:

Ayes:

Nays:

Abstentions:

Absent:

Recused:

(Enter names of Board members)

Existing Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement resolving existing litigation, it is required to report the vote and the substance of the agreement in open session at the public meeting during which the closed session is held. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(If applicable) Board has given approval to legal counsel to defend the district, seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in this litigation.

Ayes:
Nays:
Abstentions:
Absent:
Recused:

(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this litigation and the agreement is final.

Substance Of Agreement:

Ayes:
Nays:
Abstentions:
Absent:
Recused:

(Enter names of Board members)

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

(If applicable) Board approved disposing of this claim and that disposition is final.

Substance Of Claim, Including Amount Of Payment To Claimant:

Ayes:
Nays:
Abstentions:
Absent:
Recused:

(Enter names of Board members)

Joint Powers Agency Issues

~~LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY~~

~~Name of claimant(s):~~ _____

~~Name of agency against which the claim is made:~~ _____

~~Substance of the claim:~~ _____

~~Monetary settlement agreed upon by the claimant:~~ _____

~~Board member votes/abstentions:~~ _____

~~CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT~~

~~Name of JPA:~~ _____

~~Action taken:~~ _____
~~*(Law does not include any specific disclosures to be reported.)*~~

~~Board member votes/abstentions:~~ _____

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

(If applicable) Board heard/discussed this matter.

Review of Audit from State Auditor's Office

~~Action taken: The Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.~~
~~*(No additional information is required. Unless otherwise exempted by law, after the audit report is subsequently released to the public, any Board discussion of the report must be conducted in open session.)*~~

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) Board heard/discussed this matter.

Review of Assessment Instruments

~~Action taken: The Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system.~~

REVIEW OF STUDENT ASSESSMENT INSTRUMENT

(If applicable) Board reviewed the assessment in compliance with the applicable board resolution.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging student records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
~~Gov. Code 54950~~	~~Brown Act - Meetings~~
Gov. Code 54950-54963	The Ralph M. Brown Act

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act

Management Resources	Description
~~Attorney General Opinion~~	~~57 Ops. Cal. Atty. Gen. 209 (1974)~~
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
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Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363

Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council, (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3320	Claims And Actions Against The District

3320	Claims And Actions Against The District
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action

4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4244	Complaints
4312.1	Contracts
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information
4340	Bargaining Units
4344	Complaints
4344	Complaints
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5125	Student Records
5125	Student Records
5125.3	Challenging Student Records
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information

9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board

Exhibit (PDF) 9321-E PDF(2): Closed Session - Reports of Closed Session Actions

Status: ADOPTED

Original Adopted Date: 01/23/2020

See PDF on the next page.

Exhibit

Board Bylaws E(2) 9321(a)

CLOSED SESSION

REPORTS OF CLOSED SESSION ACTIONS

Following a closed session during any Governing Board meeting, the Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

Title of position: _____

Action taken: _____
(e.g., appointment/employment/evaluation/discipline/dismissal/release)

Board member votes/abstentions: _____

Negotiations/Collective Bargaining

Approval of final agreement with represented employees

Item approved: _____

Other party/parties to the negotiation: _____

Board member votes/abstentions: _____

Matters Related to Students

(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)

Security Matters

Action taken: _____
(e.g., consultation with law enforcement; approval of contract or memorandum of understanding; approval of tactical response plan, without disclosing the details of the plan)

Board member votes/abstentions: _____

CLOSED SESSION (continued)

Real Property Negotiations

Action taken: _____
(Report if Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has approved the agreement.)

Substance of the agreement: _____

Board member votes/abstentions: _____

Existing Litigation

Action taken related to existing litigation:
_____
(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation; or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)

Adverse party/parties, if known: _____

Substance of the litigation: _____

Board member votes/abstentions: _____

Anticipated Litigation

Action taken: The Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
(The report does not need to initially identify the action, defendants, or other details.)

Board member votes/abstentions: _____

Joint Powers Agency Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

Name of claimant(s): _____

CLOSED SESSION (continued)

Name of agency against which the claim is made: _____

Substance of the claim: _____

Monetary settlement agreed upon by the claimant: _____

Board member votes/abstentions: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

Name of JPA: _____

Action taken: _____
(Law does not include any specific disclosures to be reported.)

Board member votes/abstentions: _____

Review of Audit from State Auditor's Office

Action taken: The Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.
(No additional information is required. Unless otherwise exempted by law, after the audit report is subsequently released to the public, any Board discussion of the report must be conducted in open session.)

Review of Assessment Instruments

Action taken: The Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system.

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Ed. Code 35146	Closed sessions regarding suspensions - https://simbli.eboardsolutions.com/SU/faH69lwvLAJf8Pqslshf87uhg==
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more - https://simbli.eboardsolutions.com/SU/HINpslshxbyLwME3nPO6mb5IA==
Ed. Code 48912	Governing board suspension - https://simbli.eboardsolutions.com/SU/lOLpMiSqCXkhplus1ZCWJDm0w==
Ed. Code 48918	Rules governing expulsion procedures - https://simbli.eboardsolutions.com/SU/89M9d5hNME0ALE30O8bQMw==
Ed. Code 49070	Challenging student records - https://simbli.eboardsolutions.com/SU/7FoEgG7fDCBs04Akix6AKA==
Ed. Code 60617	Meetings of governing board - https://simbli.eboardsolutions.com/SU/PZRRQYqTVMOHViVkaiqIvg==
Gov. Code 3540-3549.3	Educational Employment Relations Act - https://simbli.eboardsolutions.com/SU/v7Ve6br1aONvKXSwaun7ug==
Gov. Code 54950-54963	The Ralph M. Brown Act - https://simbli.eboardsolutions.com/SU/Zh2Bb3plus0XDQweT5vBx4GSg==

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources References	Description
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
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Court Decision	Bell v. Vista Unified School District (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale (1993) 5 Cal.App. 4th 363

Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	League of California Cities - https://simbli.eboardsolutions.com/SU/TUf8jslshHeiQslshKJpHe2qEtug==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XjDeho0oEsWuE3Rb4Gh8qA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/b4VkmhrAe7UslshrcYDpa9Wrw==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/6VIgVoRqICPfexScAiMJbA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/X2Wc65TvtAplyjbDavhR6A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/d8oBxDCOHPlpmLjio2ptoA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/md8slshPOqbUWsBaJbY15B4plusQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/jlslshWyG1myr3r3LT6ybplus88A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LWkQKlox9LKeAZYpluts6Q==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/XrRplusCmxp3upT0P3upP7L0w==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/kSrAwY7oJ7SKiyJfslsh6cAjg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/7HzXF8QLn2iLE3tplusW51BUg==
1312.3-E PDF(3)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/tislshVZgV0EplusKdGCklfE2OdA==
1312.3-E PDF(4)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/0Jplusr04dv64PchIslshicefyfg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/cXGxpZRquYId0nKebslshBk4Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/YUJTRiiy5YvfA2F87SiMsg==

2120	Superintendent Recruitment And Selection - https://simbli.eboardsolutions.com/SU/KplusEIXew4n7CSUQRaP29Vcw==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/SrcoN8hwjplusCBpsEGTwmpaQ==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/C6xMIn4EVClLsplus1Qcag12g==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/xQsi8XCX1iXiQIrdQ6mqHw==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/rCoU3YDeQiauvp8P9pTGvA==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/snI7UuC2a2TuCuBYc9Cslsh2g==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/XZqh0YeMnwcUsslshtxvPGogA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/BazMpEOiby4edOHjSGrQqA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/WGnpBaTQVhdslshSX6RUBw8hg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/GE0i6DLXjEunpslshl1ajPT9Q==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/MK62ayh3lQtmYtElkL8MeA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/hESWDzNlCVBL4CkwCS2oqQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/Jq6plusqrzxnKCsHCplusF6tVuQw==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/I7xazfmPT9pSxWVVLXhoAA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/iJVCLHplusd0emC5ahdOQgZGg==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/bAccc4mn5slshgN2C6y0PpnWg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/NrEVwMw6PJJDL4bplus1RslshmwQ==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/slshVbQa5lcplus7jCyplusN0vaOJnw==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/emYqUIClLEpQ3N9wg0E4Bg==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/8BF4XXtThplusHyMYDG4JT3fw==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/URm8f8Y9UWWByR30slshlaKDw==
4112.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/rqSp7LsvGwgeRBuO3CjudA==
4112.9-E PDF(4)	Employee Notifications - https://simbli.eboardsolutions.com/SU/RiY6sBOvtZjslshkGuVMKWdLQ==

4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/BFgcRoD4M25xyYjsmxUnqA==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/5OLsaEzDpyJtZIMsslshGd2Lg==
4115	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/zyrEhHh6KnfG9AKVh0ZMNw==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/j95uO7vaattqunphvBbYlQ==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/hwaFajBHvODCXQdKlqvz4Q==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/loKsqVRTwKEYctzGA4g2slshw==
4140	Bargaining Units - https://simbli.eboardsolutions.com/SU/QCnzcaBJ1WToRTrvIFYcCA==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/2Cyp5HS4R1aumR0WVV3uCw==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/RITIVSoi2j8hozBfepnWiQ==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/T4slsh1R1GXMRHdDCSw8nslZQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/zolXmEIy1vgkQA0j03XNVg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/3oznRA3b3yLJqEt4W2C1Gg==
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4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Whi8UKXYLR1N5t2qid1APg==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/bKgNwdQAUULSpluscGFRsLmXQ==
4212.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/zMD6tbaIzFplus6SLtFFoB3Hg==
4212.9-E PDF(3)	Employee Notifications - https://simbli.eboardsolutions.com/SU/7bZTplus3Z98mODNKQSpyslshZ4w==
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4215	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/BGk7cxSb7N8plusXwplusAAzaUlQ==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/tmF5kkuxgNdyu04wdfslsh44Q==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/RCIt5Libb5mTjTWMnqRqQw==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/VKlylb8yQYv7slsh2ZhEh1qmg==
4240	Bargaining Units - https://simbli.eboardsolutions.com/SU/B89mUFIJXfK48I6UIcN6mw==

4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/NPMGKYZBEIAVLaihslshWCDdA==
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4244	Complaints - https://simbli.eboardsolutions.com/SU/jplusNslsh4joQ9sSAIQv1dQlFGA==
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4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/dv0vgSXwislshplusamplusr6pQzcslshQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PxtLaplusuXYbWMPVfRslshPPHCw==
4344	Complaints - https://simbli.eboardsolutions.com/SU/dcSBhaXAaVezfUbqtT6bzg==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/plusnVGas413plusulrdVPloINxw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/8kslbpS7OxQBTiX2Y03LGA==
5119	Students Expelled From Other Districts - https://simbli.eboardsolutions.com/SU/6NcJbQ95Bzy5p30A76WeSA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/jCusuJL5GRwssU1plusfkgUrA==
5125	Student Records - https://simbli.eboardsolutions.com/SU/aMeRdZmVplusqYsfeNpluspEkgwA==
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5144	Discipline - https://simbli.eboardsolutions.com/SU/AFcRplusAycuwgNfvAG4HFOow==
5144	Discipline - https://simbli.eboardsolutions.com/SU/yuoBvCr3dEySUslshiqnnLxcg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/H9XqUCTnawzYMnWhyVIiBg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/VHWD3wPiRB0TqdnaHB6ghQ==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/Rt98igwn5fTiRyXtQU5x8Q==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/WR8MMsCP7og1i30CpfFdFg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/TmZ3V9hBhQTlZzpfmXIKEg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/evlgoJdiV3OVQakeqroGOQ==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/ciplusM9jHmN8A9EYsTDyBc4Q==
9121	President - https://simbli.eboardsolutions.com/SU/8slshPL9Q8nAVREDDgLy0oPJQ==
9124	Attorney - https://simbli.eboardsolutions.com/SU/nplusfcXaJh6YOu2L2HYHww7w==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/zttbsXMjnVGFMUQTUzCyOw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/7FlKjwQtJ6ErOskzum2ymw==
9270-E PDF(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/TmaMKkClPUw8lsb9lSvOiA==
9270-E PDF(2)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/I9V26vfMLUF7LExngZloIQ==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/bYRFicsLGHplusfHq59V3nVNw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/2YgFTqYGX0wCnWbw8axplus9w==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/Q2DNQERfzcBY1yXrtDM5Xw==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/HYbc3y30dclhkp5Y1plusx49w==
9323.2-E PDF(1)	Actions By The Board - https://simbli.eboardsolutions.com/SU/Mghslsh8AyxyEBhj9tbPplusca6g==
9323.2-E PDF(2)	Actions By The Board - https://simbli.eboardsolutions.com/SU/TNeJrr1bk8B4EvwSDHqgHg==

SAN YSIDRO SCHOOL DISTRICT

GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: 2024-2025 STUDENT CALENDAR

BACKGROUND INFORMATION:
In order to establish the 2024-2025 school year and to make necessary instructional plans, the San Ysidro School District recommends the adoption of the attached Student Calendar for the 2024-2025 school year.

RECOMMENDATION:
Approve the 2024-2025 Student Calendar.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	--

N/A	
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☒ Yes ☐ No

2024 SAN YSIDRO SCHOOL DISTRICT STUDENT CALENDAR 2025

Month	M	T	W	TH	F	Student Days	Holidays
July 2024	1	2	3	4	5		7/4 - Independence Day - Legal Holiday
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	◇29	(30)	(31)			3	7/29 - First Day for Students
August 2024				(1)	(2)		
	5	6	7	8	(9)		
	12	13	14	15	(16)		
	19	20	21	22	(23)		
	26	27	28	29	(30)	22	
September 2024	2	3	4	5	(6)		9/2 - Labor Day - Legal Holiday
	9	10	11	12	(13)		
	16	17	18	19	(20)		9/20 - Progress Report #1 (middle schools)
	23	24	25	26	27		9/23 - 10/7 Fall Break
	30					14	
October 2024		1	2	3	4		
	7	8	9	10	(11)		10/8 - Students Return
	14	15	16	17	(18)		
	21	22	23	24	(25)		10/21 - 10/25 Preschool Parent Conferences
	28	29	30	31		18	
November 2024					(1)		11/1 - End of first trimester (58 days - elementary schools)
	4	5	6	7	(8)		
	11	12	13	14	(15)		11/11 - Veteran's Day - Legal Holiday
	(18)	(19)	(20)	(21)	(22)		11/18 - 11/22 Parent Conferences
	25	26	27	28	29	15	11/25 - 11/29 Thanksgiving Legal and Local Holidays
December 2024	2	3	4	5	(6)		
	9	10	11	12	(13)		12/20 - End of first semester (87 days - middle schools)
	16	17	18	19	(20)		12/23 - 1/13 Winter Break
	23	24	25	26	27		12/24 - 12/25 Declared and Legal Holidays
	30	31				15	12/30 - 12/31 Declared Holidays
January 2025			1	2	3		1/1 - New Year's Day - Legal Holiday
	6	7	8	9	10		
	13	14	15	16	(17)		1/14 - Students Return
	20	21	22	23	(24)		1/20 - Martin Luther King Jr. - Legal Holiday
	27	28	29	30	(31)	13	
February 2025	3	4	5	6	(7)		
	10	11	12	13	14		2/14 - Lincoln Day - Legal Holiday
	17	18	19	20	(21)		2/17 - Washington Day - Legal Holiday
	24	25	26	27	(28)	18	
March 2025	3	4	5	6	(7)		3/7 - End of second trimester (65 days - elementary schools)
	10	11	12	13	(14)		3/14 - Progress Report #2 (middle schools)
	(17)	(18)	(19)	(20)	(21)		3/17 - 3/21 Parent Conferences (elementary and middle)
	24	25	26	27	28		3/24 - 4/4 Spring Break
	31					15	3/28 - 3/31 - Cesar Chavez - Observed & Local Holidays
April 2025		1	2	3	4		
	7	8	9	10	(11)		4/7 - Students Return
	14	15	16	17	(18)		4/14 - 4/18 Preschool Parent Conferences
	21	22	23	24	(25)		
	28	29	30			18	
May 2025				1	(2)		
	5	6	7	8	(9)		
	12	13	14	15	(16)		
	19	20	21	22	(23)		
	26	27	28	29	(30)	21	5/26 - Memorial Day - Legal Holiday
June 2025	2	3	4	(5)	(6)		6/11 - End of third trimester (57 days - elementary schools)
	(9)	(10)	◇11	12	13		6/11 - End of second semester (93 days - middle schools)
	16	17	18	19	20		6/19 - Juneteenth - Legal Holiday
	23	24	25	26	27		
	30					8	
						180	

◇ First/Last Day for Students ○ Minimum Days ▭ Legal/Local Holidays

▭ End of trimester / semester

School Closed

Board Approved:

"Subject to modification if required by Collective Bargaining"

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: 2024-2025 STAFF WORK CALENDARS

BACKGROUND INFORMATION:

In order to establish the 2024-2025 school year and to make necessary instructional plans, the San Ysidro School District recommends the adoption of the attached 2024-2025 Staff Work Calendars.

2024-2025 Certificated Cabinet Work Calendar
2024-2025 Certificated Directors/Coordinators Work Calendar
2024-2025 Classified Employee 10 Month (209 days) Work Calendar
2024-2025 Classified Employee 10 Month (213 days) Work Calendar
2024-2025 Classified Employee 11 Month Work Calendar
2024-2025 Classified Employee 12 Month Work Calendar
2024-2025 Classified Management & Confidential Work Calendar
2024-2025 Principal/Assistant Principal Work Calendar
2024-2025 Teacher & School Nurse Work Calendar
2024-2025 Counselors Work Calendar
2024-2025 Psychologists Work Calendar
2024-2025 Social Workers/Language, Speech & Hearing Specialists Work Calendar

RECOMMENDATION:

Approve the 2024-2025 Staff Work Calendars:

- 2024-2025 Certificated Cabinet Work Calendar
- 2024-2025 Certificated Directors/Coordinators Work Calendar
- 2024-2025 Classified Employee 10 Month (209 days) Work Calendar
- 2024-2025 Classified Employee 10 Month (213 days) Work Calendar
- 2024-2025 Classified Employee 11 Month Work Calendar
- 2024-2025 Classified Employee 12 Month Work Calendar
- 2024-2025 Classified Management & Confidential Work Calendar
- 2024-2025 Principal/Assistant Principal Work Calendar
- 2024-2025 Teacher & School Nurse Work Calendar
- 2024-2025 Counselors Work Calendar
- 2024-2025 Psychologists Work Calendar
- 2024-2025 Social Workers/Language, Speech & Hearing Specialists Work Calendar

LCAP GOAL AND ACTION/SERVICE (please indicate):

Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications? ☐ Yes ☒ No

Are funds for this item available in the 2023-2024 Budget? ☐ Yes ☐ No

Requisition # --

N/A	
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☒ Yes ☐ No

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Certificated Cabinet
225 Work Year

Board Approved: _____

Work Days	244
Holidays	16
Non-Work Days	1

Board Approved _____

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024										
1	2	3	4	5						7/4 - Independence Day - Legal Holiday
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						7/29 - First Day for Students
29	30	31			3	22	1	0	0	
August, 2024										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	
September, 2024										
2	3	4	5	6						9/2 - Labor Day - Legal Holiday
9	10	11	12	13						
16	17	18	19	20						9/20 - Progress Report #1 (middle schools)
23	24	25	26	27						
30					14	20	1	0	0	9/23 - 10/4 Student Fall Break
October, 2024										
	1	2	3	4						
7	8	9	10	11						10/8 - Students Return
14	15	16	17	18						
21	22	23	24	25						10/21 - 10/25 Preschool Parent Conferences
28	29	30	31		18	23	0	0	0	
November, 2024										
				1						11/1 - End of first trimester (61 days - elementary)
4	5	6	7	8						11/11 - Veteran's Day - Legal Holiday
11	12	13	14	15						11/18 - 11/22 Parent Conferences
18	19	20	21	22						11/28 - Thanksgiving - Legal Holiday
25	26	27	28	29	15	18	3	0	0	11/29 - Thanksgiving - Local Holiday
December, 2024										
2	3	4	5	6						12/23 - 1/10 Student Winter Break
9	10	11	12	13						12/20 - End of first semester (90 days - middle)
16	17	18	19	20						12/24 - Christmas Eve - Legal Holiday
23	24	25	26	27						12/25 - Christmas Day - Legal Holiday
30	31				15	19	3	0	0	12/31 - New Year's Eve - Legal Holiday

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025										
		1	2	3						1/1 - New Year's Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						1/14 - Students Return
20	21	22	23	24						1/20 - Martin Luther King Jr. - Legal Holiday
27	28	29	30	31	13	21	2	0	0	
February, 2025										
3	4	5	6	7						
10	11	12	13	14						2/14 - A. Lincoln - Legal Holiday
17	18	19	20	21						2/17 - G. Washington - Legal Holiday
24	25	26	27	28						
					18	18	2	0	0	
March, 2025										
3	4	5	6	7						3/7 - End of second trimester (65 days - elementary)
10	11	12	13	14						3/14 - Progress Report #2 (middle schools)
17	18	19	20	21						3/17 - 3/21 Parent Conferences
24	25	26	27	28						3/24 - 4/4 Student Spring Break
31					15	18	2	0	1	3/28 - 3/31 - Cesar Chavez Observed & Local Holiday
April, 2025										
	1	2	3	4						
7	8	9	10	11						4/7 - Students Return
14	15	16	17	18						4/14 - 4/18 Preschool Parent Conferences
21	22	23	24	25						
28	29	30			18	22	0	0	0	
May, 2025										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025										
2	3	4	5	6						6/11 - Last Day for Students
9	10	11	12	13						6/11 - End of third trimester (54 days - elementary)
16	17	18	19	20						6/11 - End of second semester (90 days - middle)
23	24	25	26	27						6/19 - Juneteenth - Legal Holiday
30					8	20	1	0	0	

Certificated Cabinet members must select 19 non-work days with approval from the Superintendent

Assistant Superintendent of Educational Leadership & Pupil Services
Assistant Superintendent of Administrative Leadership, School Support & Safety

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Certificated Directors/Coordinators
225 Work Year

Board Approved: _____

Work Days	220
Holidays	16
Non-Work Days	25

Board Approved _____

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024										
1	2	3	4	5						7/4 - Independence Day - Legal Holiday
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						7/29 - First Day for Students
29	30	31			3	22	1	0	0	
August, 2024										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	
September, 2024										
2	3	4	5	6						9/2 - Labor Day - Legal Holiday
9	10	11	12	13						
16	17	18	19	20						9/20 - Progress Report #1 (middle schools)
23	24	25	26	27						
30					14	15	1	0	5	9/23 - 10/4 Student Fall Break
October, 2024										
	1	2	3	4						
7	8	9	10	11						10/8 - Students Return
14	15	16	17	18						
21	22	23	24	25						10/21 - 10/25 Preschool Parent Conferences
28	29	30	31		18	23	0	0		
November, 2024										
				1						11/1 - End of first trimester (61 days - elementary)
4	5	6	7	8						11/11 - Veteran's Day - Legal Holiday
11	12	13	14	15						11/18 - 11/22 Parent Conferences
18	19	20	21	22						11/28 - Thanksgiving - Legal Holiday
25	26	27	28	29	15	15	3	0	3	11/29 - Thanksgiving - Local Holiday
December, 2024										
2	3	4	5	6						12/23 - 1/10 Student Winter Break
9	10	11	12	13						12/20 - End of first semester (90 days - middle)
16	17	18	19	20						12/24 - Christmas Eve - Legal Holiday
23	24	25	26	27						12/25 - Christmas Day - Legal Holiday
30	31				15	15	3	0	4	12/31 - New Year's Eve - Legal Holiday

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025										
		1	2	3						1/1 - New Year's Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						1/14 - Students Return
20	21	22	23	24						1/20 - Martin Luther King Jr. - Legal Holiday
27	28	29	30	31	13	16	2	0	5	
February, 2025										
3	4	5	6	7						
10	11	12	13	14						2/14 - A. Lincoln - Legal Holiday
17	18	19	20	21						2/17 - G. Washington - Legal Holiday
24	25	26	27	28						
					18	18	2	0	0	
March, 2025										
3	4	5	6	7						3/7 - End of second trimester (65 days - elementary)
10	11	12	13	14						3/14 - Progress Report #2 (middle schools)
17	18	19	20	21						3/17 - 3/21 Parent Conferences
24	25	26	27	28						3/24 - 4/4 Student Spring Break
31					15	15	2	0	4	3/28 - 3/31 - Cesar Chavez Observed & Local Holiday
April, 2025										
	1	2	3	4						
7	8	9	10	11						4/7 - Students Return
14	15	16	17	18						4/14 - 4/18 Preschool Parent Conferences
21	22	23	24	25						
28	29	30			18	22	0	0	0	
May, 2025										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025										
2	3	4	5	6						6/11 - Last Day for Students
9	10	11	12	13						6/11 - End of third trimester (54 days - elementary)
16	17	18	19	20						6/11 - End of second semester (90 days - middle)
23	24	25	26	27						6/19 - Juneteenth - Legal Holiday
30					8	16	1	0	4	

Certificated Directors & Coordinators must select 5 work days

Director of Special Education
Director of Early Childhood Education
Director of Human Resources
Coordinator of Federal & State Programs & Language Acquisition

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Classified Employee Calendar

209 Work Year

10 Months

Vacation Days with Approval	1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
	2	4	5	7	8

Work Days	181
Holidays	18
Mandatory Vacation Days	10
Non-Work Days	52

Board Approved

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	3	4	1	0	18	7/4 - Independence Day - Legal Holiday
August, 2024						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	22	22	0	0	0	
September, 2024						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	14	14	1	0	6	9/2 - Labor Day - Legal Holiday 9/23 - 10/4 Student Fall Break
October, 2024						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	18	18	0	0	5	
November, 2024						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	15	15	4	0	2	11/11 - Veteran's Day - Legal Holiday 11/27 - Admission Day - Legal Holiday 11/28 - Thanksgiving - Legal Holiday 11/29 - Thanksgiving - Local Holiday
December, 2024						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	15	15	4	3	0	12/23 - 1/10 Student Winter Break 12/24 - Christmas Eve - Legal Holiday 12/25 - Christmas Day - Legal Holiday 12/30 - CSEA Floating Holiday 12/31 - New Year's Eve - Legal Holiday

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	13	13	2	4	4	1/1 - New Year's Day - Legal Holiday 1/20 - Martin Luther King Jr. - Legal Holiday
February, 2025						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	18	18	2	0	0	2/14 - A. Lincoln - Legal Holiday 2/17 - G. Washington - Legal Holiday
March, 2025						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	15	15	2	3	1	3/24 - 4/4 Student Spring Break 3/28 - Spring Holiday 3/31 - Cesar Chavez - Local Holiday
April, 2025						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30	18	18	0	0	4	
May, 2025						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	8	8	1	0	12	6/19 - Juneteenth - Legal Holiday

Bus Aide
Bus Driver
Campus Aide
Campus Security
Child Nutrition Specialist
Instructional Aide (Elementary & Preschool)
Instructional Aide Special Education
Instructional Health Care Assistant

Lead Campus Security
Lead Child Nutrition Specialist
Licensed Vocational Nurse
Locker Room Attendant
Outreach Consultant
Testing Assistant

CSEA:

Print: Kara Montanez
Sign:
Date: 2/23/24

Print: Kyler Miller
Sign:
Date: 2/23/24

SYSD:

Print:
Sign:
Date: 2/23/2024

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Classified Employee Calendar

213 Work Year

10 Months

Vacation Days with Approval	1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
	2	4	5	7	8

Work Days	185
Holidays	18
Mandatory Vacation Days	10
Non-Work Days	48

Board Approved

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	3	6	1	0	16	7/4 - Independence Day - Legal Holiday
August, 2024						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	22	22	0	0	0	
September, 2024						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	14	14	1	0	6	9/2 - Labor Day - Legal Holiday 9/23 - 10/4 Student Fall Break
October, 2024						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	18	19	0	0	4	
November, 2024						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	15	15	4	0	2	11/11 - Veteran's Day - Legal Holiday 11/27 - Admission Day - Legal Holiday 11/28 - Thanksgiving - Legal Holiday 11/29 - Thanksgiving - Local Holiday
December, 2024						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	15	15	4	3	0	12/23 - 1/10 Student Winter Break 12/24 - Christmas Eve - Legal Holiday 12/25 - Christmas Day - Legal Holiday 12/30 - CSEA Floating Holiday 12/31 - New Year's Eve - Legal Holiday

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	13	13	2	4	4	1/1 - New Year's Day - Legal Holiday 1/20 - Martin Luther King Jr. - Legal Holiday
February, 2025						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	18	18	2	0	0	2/14 - A. Lincoln - Legal Holiday 2/17 - G. Washington - Legal Holiday
March, 2025						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	15	15	2	3	1	3/24 - 4/4 Student Spring Break 3/28 - Spring Holiday 3/31 - Cesar Chavez - Local Holiday
April, 2025						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30	18	18	0	0	4	
May, 2025						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	8	9	1	0	11	6/19 - Juneteenth - Legal Holiday

Child & Families Project Facilitator
Testing Assistant
Instructional Aide (Elementary & Preschool)
Instructional Health Care Assistant
Instructional Aide Special Education

CSEA:

Print: Kara Montanez

Sign: Kara Montanez

Date: 2/23/24

Print: Kyle M. Miller

Sign: Kyle M. Miller

Date: 2/23/24

SYSD:

Print: Manuel Bojorquez

Sign: Manuel Bojorquez

Date: 2/23/2024

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Classified Employee Calendar

239 Work Year

11 Months

Vacation Days with Approval	1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
	3	5	6	8	9

Work Days	211
Holidays	18
Mandatory Vacation Days	10
Non-Work Days	22

Board Approved

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	3	18	1	0	4	7/4 - Independence Day - Legal Holiday
August, 2024						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	22	22	0	0	0	
September, 2024						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	14	15	1	0	5	9/2 - Labor Day - Legal Holiday 9/23 - 10/4 Student Fall Break
October, 2024						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	18	23	0	0	0	
November, 2024						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	15	15	4	0	2	11/11 - Veteran's Day - Legal Holiday 11/27 - Admission Day - Legal Holiday 11/28 - Thanksgiving - Legal Holiday 11/29 - Thanksgiving - Local Holiday
December, 2024						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	15	15	4	3	0	12/23 - 1/10 Student Winter Break 12/24 - Christmas Eve - Legal Holiday 12/25 - Christmas Day - Legal Holiday 12/30 - CSEA Floating Holiday 12/31 - New Year's Eve - Legal Holiday

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	13	16	2	4	1	1/1 - New Year's Day - Legal Holiday 1/20 - Martin Luther King Jr. - Legal Holiday
February, 2025						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	18	18	2	0	0	2/14 - A. Lincoln - Legal Holiday 2/17 - G. Washington - Legal Holiday
March, 2025						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	15	15	2	3	1	3/24 - 4/4 Student Spring Break 3/28 - Spring Holiday 3/31 - Cesar Chavez - Local Holiday
April, 2025						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30	18	20	0	0	2	
May, 2025						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	8	13	1	0	7	6/19 - Juneteenth - Legal Holiday

Administrative Clerk I
Administrative Clerk II
Administrative Secretary I
Area Production Lead
Health Clerk
Instructional Media Resource Aide
School Administrative Assistant

CSEA:

Print: Kayla Montanez

Sign:

Date: 2/23/24

Print: Kyler Miller

Sign:

Date: 2/23/24

SYSD:

Print: Manuel Bojorquez

Sign:

Date: 2/23/2024

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Classified Employee Calendar

260 Work Year

12 Months

Vacation Days with Approval	1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
	14	16	17	19	20

Work Days	242
Holidays	18
Mandatory Vacation Days	0
Non-Work Days	1

Board Approved

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024						
1 2 3 **4** 5						7/4 - Independence Day - Legal Holiday
8 9 10 11 12						
15 16 17 18 19						
22 23 24 25 26						
29 30 31	3	22	1	0	0	
August, 2024						
1 2						
5 6 7 8 9						
12 13 14 15 16						
19 20 21 22 23						
26 27 28 29 30	22	22	0	0	0	
September, 2024						
2 3 4 5 6						9/2 - Labor Day - Legal Holiday
9 10 11 12 13						
16 17 18 19 20						
23 24 25 26 27						
30	14	20	1	0	0	9/23 - 10/4 Student Fall Break
October, 2024						
1 2 3 4						
7 8 9 10 11						
14 15 16 17 18						
21 22 23 24 25						
28 29 30 31	18	23	0	0	0	
November, 2024						
1						
4 5 6 7 8						11/11 - Veteran's Day - Legal Holiday
11 12 13 14 15						11/27 - Admission Day - Legal Holiday
18 19 20 21 22						11/28 - Thanksgiving - Legal Holiday
25 26 **27** **28** **29**	15	17	4	0	0	11/29 - Thanksgiving - Local Holiday
December, 2024						
2 3 4 5 6						12/23 - 1/10 Student Winter Break
9 10 11 12 13						12/24 - Christmas Eve - Legal Holiday
16 17 18 19 20						12/25 - Christmas Day - Legal Holiday
23 **24** **25** 26 27						12/30 - CSEA Floating Holiday
30 **31**	15	18	4	0	0	12/31 - New Year's Eve - Legal Holiday

M T W TH F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025						
1 2 3						1/1 - New Year's Day - Legal Holiday
6 7 8 9 10						
13 14 15 16 17						
20 21 22 23 24						1/20 - Martin Luther King Jr. - Legal Holiday
27 28 29 30 31	13	21	2	0	0	
February, 2025						
3 4 5 6 7						
10 11 12 13 **14**						2/14 - A. Lincoln - Legal Holiday
17 18 19 20 21						2/17 - G. Washington - Legal Holiday
24 25 26 27 28						
	18	18	2	0	0	
March, 2025						
3 4 5 6 7						
10 11 12 13 14						
17 18 19 20 21						3/24 - 4/4 Student Spring Break
24 25 26 **27** **28**						3/28 - Spring Holiday
31	15	18	2	0	1	3/31 - Cesar Chavez - Local Holiday
April, 2025						
1 2 3 4						
7 8 9 10 11						
14 15 16 17 18						
21 22 23 24 25						
28 29 30	18	22	0	0	0	
May, 2025						
1 2						
5 6 7 8 9						
12 13 14 15 16						
19 20 21 22 23						
26 27 28 29 30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025						
2 3 4 5 6						
9 10 11 12 13						
16 17 18 **19** 20						6/19 - Juneteenth - Legal Holiday
23 24 25 26 27						
30	8	20	1	0	0	

Accounts Payable Specialist
Accounting Technician II
Accounting Technician III
Administrative Secretary II
Administrative Secretary III
Buyer
Custodian
Data Reporting Analyst
Data Support Specialist
Delivery Person
District Translator & Interpreter
Gardener
Information Computer Specialist
Information Computer Analyst

Lead Custodian
Lead Gardener
Lead Maintenance
Maintenance / Electrical Person
Maintenance / HVAC
Maintenance / Locksmith
Maintenance / Painter
Maintenance / Plumber
Maintenance Person
Mechanic
Publication Technician
Senior Payroll & Benefits Accountant
Special Education Technician
Transportation Operations Technician
Warehouse Distribution Associate

CSEA:

Print: Rana Montanez

Sign: [signature] Date: 2/23/24

Print: Kyler Miller

Sign: [signature] Date: 2/23/24

SYSD:

Print: Mallie Boyd, HR Director

Sign: [signature] Date: 2/23/2024

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Classified Management & Confidential
260 Work Year

Board Approved: _____

Work Days	242
Holidays	18
Non-Work Days	1

Board Approved _____

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024										
1	2	3	4	5						7/4 - Independence Day - Legal Holiday
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						
29	30	31			3	22	1	0	0	
August, 2024										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	
September, 2024										
2	3	4	5	6						9/2 - Labor Day - Legal Holiday
9	10	11	12	13						
16	17	18	19	20						
23	24	25	26	27						
30					14	20	1	0	0	9/23 - 10/4 Student Fall Break
October, 2024										
	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30	31		18	23	0	0	0	
November, 2024										
				1						
4	5	6	7	8						11/11 - Veteran's Day - Legal Holiday
11	12	13	14	15						11/27 - Admission Day - Legal Holiday
18	19	20	21	22						11/28 - Thanksgiving - Legal Holiday
25	26	27	28	29	15	17	4	0	0	11/29 - Thanksgiving - Local Holiday
December, 2024										
2	3	4	5	6						12/23 - 1/10 Student Winter Break
9	10	11	12	13						12/24 - Christmas Eve - Legal Holiday
16	17	18	19	20						12/25 - Christmas Day - Legal Holiday
23	24	25	26	27						12/30 - Floating Holiday
30	31				15	18	4	0	0	12/31 - New Year's Eve - Legal Holiday

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025										
			1	2						1/1 - New Year's Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						
20	21	22	23	24						1/20 - Martin Luther King Jr. - Legal Holiday
27	28	29	30	31	13	21	2	0	0	
February, 2025										
3	4	5	6	7						
10	11	12	13	14						2/14 - A. Lincoln - Legal Holiday
17	18	19	20	21						2/17 - G. Washington - Legal Holiday
24	25	26	27	28						
					18	18	2	0	0	
March, 2025										
3	4	5	6	7						
10	11	12	13	14						
17	18	19	20	21						3/24 - 4/4 Student Spring Break
24	25	26	27	28						3/28 - Spring Holiday
31					15	18	2	0	1	3/31 - Cesar Chavez - Local Holiday
April, 2025										
	1	2	3	4						
7	8	9	10	11						
14	15	16	17	18						
21	22	23	24	25						
28	29	30			18	22	0	0	0	
May, 2025										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025										
2	3	4	5	6						
9	10	11	12	13						
16	17	18	19	20						6/19 - Juneteenth - Legal Holiday
23	24	25	26	27						
30					8	20	1	0	0	

Business Services Technician
Child Nutrition Services Production Coordinator
Communications Specialist
Coordinator of Pupil Services
Director of Education Technology
Executive Secretary II
Fiscal Services Analyst
Personnel Technician
Senior Executive Secretary to the Sup't & Gov Board

2024-2025

SAN YSIDRO SCHOOL DISTRICT
Principals / Assistant Principals
207 Work Year

Board Approved: _____

Work Days	201
Holidays	16
Non-Work Days	44

Board Approved _____

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
July, 2024										
1	2	3	4	5						7/4 - Independence Day - Legal Holiday
8	9	10	11	12						
15	16	17	18	19						
22	23	24	25	26						7/29 - First Day for Students
29	30	31			3	16	1	0	6	
August, 2024										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	22	22	0	0	0	
September, 2024										
2	3	4	5	6						9/2 - Labor Day - Legal Holiday
9	10	11	12	13						
16	17	18	19	20						9/20 - Progress Report #1 (middle schools)
23	24	25	26	27						
30					14	14	1	0	6	9/23 - 10/4 Student Fall Break
October, 2024										
	1	2	3	4						
7	8	9	10	11						10/8 - Students Return
14	15	16	17	18						
21	22	23	24	25						10/21 - 10/25 Preschool Parent Conferences
28	29	30	31		18	19	0	0	4	
November, 2024										
				1						11/1 - End of first trimester (61 days - elementary)
4	5	6	7	8						11/11 - Veteran's Day - Legal Holiday
11	12	13	14	15						11/18 - 11/22 Parent Conferences
18	19	20	21	22						11/28 - Thanksgiving - Legal Holiday
25	26	27	28	29	15	15	3	0	3	11/29 - Thanksgiving - Local Holiday
December, 2024										
2	3	4	5	6						12/23 - 1/10 Student Winter Break
9	10	11	12	13						12/20 - End of first semester (90 days - middle)
16	17	18	19	20						12/24 - Christmas Eve - Legal Holiday
23	24	25	26	27						12/25 - Christmas Day - Legal Holiday
30	31				15	15	3	0	4	12/31 - New Year's Eve - Legal Holiday

M	T	W	TH	F	Student Days	Work Days	Holidays	Vacation Days	Non-Wrk Days	Holidays
January, 2025										
		1	2	3						1/1 - New Year's Day - Legal Holiday
6	7	8	9	10						
13	14	15	16	17						1/14 - Students Return
20	21	22	23	24						1/20 - Martin Luther King Jr. - Legal Holiday
27	28	29	30	31	13	14	2	0	7	
February, 2025										
3	4	5	6	7						
10	11	12	13	14						2/14 - A. Lincoln - Legal Holiday
17	18	19	20	21						2/17 - G. Washington - Legal Holiday
24	25	26	27	28						
					18	18	2	0	0	
March, 2025										
3	4	5	6	7						3/7 - End of second trimester (65 days - elementary)
10	11	12	13	14						3/14 - Progress Report #2 (middle schools)
17	18	19	20	21						3/17 - 3/21 Parent Conferences
24	25	26	27	28						3/24 - 4/4 Student Spring Break
31					15	15	2	0	4	3/28 - 3/31 - Cesar Chavez Observed & Local Holiday
April, 2025										
	1	2	3	4						
7	8	9	10	11						4/7 - Students Return
14	15	16	17	18						4/14 - 4/18 Preschool Parent Conferences
21	22	23	24	25						
28	29	30			18	18	0	0	4	
May, 2025										
			1	2						
5	6	7	8	9						
12	13	14	15	16						
19	20	21	22	23						
26	27	28	29	30	21	21	1	0	0	5/26 - Memorial Day - Legal Holiday
June, 2025										
2	3	4	5	6						6/11 - Last Day for Students
9	10	11	12	13						6/11 - End of third trimester (54 days - elementary)
16	17	18	19	20						6/11 - End of second semester (90 days - middle)
23	24	25	26	27						6/19 - Juneteenth - Legal Holiday
30					8	14	1	0	6	

Staff members under the Principal & Assistant Principal work schedule must select 6 work days

Principals
Assistant Principals
Lead Psychologist
Director of Educational Services
Coordinator of Student Services

2024 SAN YSIDRO SCHOOL DISTRICT 2025
TEACHER & SCHOOL NURSE WORK CALENDAR

Month	M	T	W	TH	F	Student Days	Work Days	Holidays	Fri. Minimum Day Meetings:
July 2024	1	2	3	4	5			7/4 - Independence Day - Legal Holiday	
	8	9	10	11	12			7/24 - Staff Development	
	15	16	17	18	19			7/25 - AM Staff Development - PM Teacher Prep	
	22	23	24	25	26			7/26 - Teacher Prep	
	29	30	31			3	6	7/29 - First Day for Students	
August 2024				1	2				Staff Mtg./Principal Directed
	5	6	7	8	9				Tch. Prep/Individual Planning
	12	13	14	15	16				Grade Level/Teacher Collaboration
	19	20	21	22	23				CCSS PLC/Principal Directed
	26	27	28	29	30	22	22		Tch. Prep/Individual Planning
September 2024	2	3	4	5	6			9/2 - Labor Day - Legal Holiday	Staff Mtg./Principal Directed
	9	10	11	12	13				Tch. Prep/Individual Planning
	16	17	18	19	20			9/20 - Progress Report #1 (middle schools)	Grade Level/Teacher Collaboration
	23	24	25	26	27			9/23 - 10/4 Fall Break	
	30					14	14		
October 2024		1	2	3	4			10/7 - AM Staff Development - PM Teacher Prep	
	7	8	9	10	11			10/8 - Students Return	Staff Mtg./Principal Directed
	14	15	16	17	18				Tch. Prep/Individual Planning
	21	22	23	24	25			10/21 - 10/25 Preschool Parent Conferences	Grade Level/Teacher Collaboration
	28	29	30	31		18	19		
November 2024					1			11/1 - End of first trimester (58 days - elementary schools)	Tch. Prep/Individual Planning
	4	5	6	7	8			11/11 - Veteran's Day - Legal Holiday	Grade Level/Teacher Collaboration
	11	12	13	14	15			11/18 - 11/22 Parent Conferences	Staff Mtg./Principal Directed
	18	19	20	21	22			11/28 - Thanksgiving Legal	
	25	26	27	28	29	15	15	11/29 - Local Holiday	
December 2024	2	3	4	5	6				Tch. Prep/Individual Planning
	9	10	11	12	13			12/20 - End of first semester (87 days - middle schools)	Grade Level/Teacher Collaboration
	16	17	18	19	20			12/23 - 1/10 Winter Break	Staff Mtg./Principal Directed
	23	24	25	26	27			12/24 - 12/25 Declared and Legal Holidays	
	30	31				15	15	12/30 - 12/31 - Declared Holidays	
January 2025			1	2	3			1/1 - New Year's Day - Legal Holiday	
	6	7	8	9	10			1/13 - AM Staff Development - PM Teacher Prep	
	13	14	15	16	17			1/14 - Students Return	Tch. Prep/Individual Planning
	20	21	22	23	24			1/20 - Martin Luther King Jr. - Legal Holiday	Grade Level/Teacher Collaboration
	27	28	29	30	31	13	14		Staff Mtg./Principal Directed
February 2025	3	4	5	6	7				Tch. Prep/Individual Planning
	10	11	12	13	14			2/14 - Lincoln Day - Legal Holiday	
	17	18	19	20	21			2/17 - Washington Day - Legal Holiday	Grade Level/Teacher Collaboration
	24	25	26	27	28	18	18		Staff Mtg./Principal Directed
March 2025	3	4	5	6	7			3/7 - End of second trimester (65 days - elementary schools)	Tch. Prep/Individual Planning
	10	11	12	13	14			3/14 - Progress Report #2 (middle schools)	Staff Mtg./Principal Directed
	17	18	19	20	21			3/17 - 3/21 Parent Conferences	
	24	25	26	27	28			3/24 - 4/4 Spring Break	
	31					15	15	3/28 - 3/31 - Cesar Chavez - Observed & Local Holidays	
April 2025		1	2	3	4				
	7	8	9	10	11			4/7 - Students Return	Grade Level/Teacher Collaboration
	14	15	16	17	18			4/14 - 4/18 Preschool Parent Conferences	Tch. Prep/Individual Planning
	21	22	23	24	25				Staff Mtg./Principal Directed
	28	29	30			18	18		
May 2025				1	2				Tch. Prep/Individual Planning
	5	6	7	8	9				Grade Level/Teacher Collaboration
	12	13	14	15	16				CCSS PLC/Principal Directed
	19	20	21	22	23				Staff Mtg./Principal Directed
	26	27	28	29	30	21	21	5/26 - Memorial Day - Legal Holiday	Tch. Prep/Individual Planning
June 2025	2	3	4	5	6			6/11 - End of third trimester (57 days - elementary schools)	Staff Mtg./Principal Directed
	9	10	11	12	13			6/11 - End of second semester (93 days - middle schools)	
	16	17	18	19	20			6/12 - AM Staff Development - PM Teacher Prep	
	23	24	25	26	27			6/19 - Juneteenth - Legal Holiday	
	30					8	9		
						180	186		

◇ First/Last Day for Students ○ Student Minimum Days ▭ Legal/Local Holidays

▭ End of trimester / semester △ Pupil free day (tentative-may be altered as result of labor negotiations)

School Closed

Board Approved:

Subject to modification if required by Collective Bargaining

SYEA: Katina DeLeon
Print

Sign

Date: 2/26/24

SYSD: Manuel Bojorquez III Director
Print

Sign

Date 2/26/24

2024 SAN YSIDRO SCHOOL DISTRICT COUNSELORS 2025

Month	M	T	W	TH	F	Student Days	Work Days	Holidays	Fri. Minimum Day Meetings:
July 2024	1	2	3	4	5			7/4 - Independence Day - Legal Holiday	
	8	9	10	11	12			7/24 - Staff Development	
	15	16	17	18	19			7/25 - AM Staff Development - PM Prep	
	22	23	24	25	26				
	29	30	31			3	9	7/29 - First Day for Students	
August 2024				1	2				Staff Mtg./Principal Directed
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29	30	22	22		
September 2024	2	3	4	5	6			9/2 - Labor Day - Legal Holiday	Staff Mtg./Principal Directed
	9	10	11	12	13				
	16	17	18	19	20			9/20 - Progress Report #1 (middle schools)	
	23	24	25	26	27			9/23 - 10/4 Fall Break	
	30					14	14		
October 2024		1	2	3	4			10/7 - AM Staff Development - PM Prep	
	7	8	9	10	11			10/8 - Students Return	Staff Mtg./Principal Directed
	14	15	16	17	18				
	21	22	23	24	25			10/21 - 10/25 Preschool Parent Conferences	
	28	29	30	31		18	19		
November 2024					1			11/1 - End of first trimester (58 days - elementary schools)	
	4	5	6	7	8			11/11 - Veteran's Day - Legal Holiday	
	11	12	13	14	15			11/18 - 11/22 Parent Conferences	Staff Mtg./Principal Directed
	18	19	20	21	22			11/28 - Thanksgiving Legal	
	25	26	27	28	29	15	15	11/29 - Local Holiday	
December 2024	2	3	4	5	6				
	9	10	11	12	13			12/20 - End of first semester (87 days - middle schools)	
	16	17	18	19	20			12/23 - 1/10 Winter Break	Staff Mtg./Principal Directed
	23	24	25	26	27			12/24 - 12/25 Declared and Legal Holidays	
	30	31				15	15	12/30 - 12/31 - Declared Holidays	
January 2025			1	2	3			1/1 - New Year's Day - Legal Holiday	
	6	7	8	9	10			1/13 - AM Staff Development - PM Prep	
	13	14	15	16	17			1/14 - Students Return	
	20	21	22	23	24			1/20 - Martin Luther King Jr. - Legal Holiday	
	27	28	29	30	31	13	14		Staff Mtg./Principal Directed
February 2025	3	4	5	6	7				
	10	11	12	13	14			2/14 - Lincoln Day - Legal Holiday	
	17	18	19	20	21			2/17 - Washington Day - Legal Holiday	
	24	25	26	27	28	18	18		Staff Mtg./Principal Directed
March 2025	3	4	5	6	7			3/7 - End of second trimester (65 days - elementary schools)	
	10	11	12	13	14			3/14 - Progress Report #2 (middle schools)	Staff Mtg./Principal Directed
	17	18	19	20	21			3/17 - 3/21 Parent Conferences	
	24	25	26	27	28			3/24 - 4/4 Spring Break	
	31					15	15	3/28 - 3/31 - Cesar Chavez - Observed & Local Holidays	
April 2025		1	2	3	4				
	7	8	9	10	11			4/7 - Students Return	
	14	15	16	17	18			4/14 - 4/18 Preschool Parent Conferences	
	21	22	23	24	25				Staff Mtg./Principal Directed
	28	29	30			18	18		
May 2025				1	2				
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				Staff Mtg./Principal Directed
	26	27	28	29	30	21	21	5/26 - Memorial Day - Legal Holiday	
June 2025	2	3	4	5	6			6/11 - End of third trimester (57 days - elementary schools)	Staff Mtg./Principal Directed
	9	10	11	12	13			6/11 - End of second semester (93 days - middle schools)	
	16	17	18	19	20			6/12 - AM Staff Development - PM Prep	
	23	24	25	26	27			6/19 - Juneteenth - Legal Holiday	
	30					8	11		
						180	191		

◇ First/Last Day for Students ○ Student Minimum Days ▭ Legal/Local Holidays

▭ End of trimester / semester △ Pupil free day (tentative-may be altered as result of labor negotiations)

School Closed

Board Approved:

Subject to modification if required by Collective Bargaining

SYEA: Katina DeLeon
Print

Sign Katina DeLeon Date: 2/26/24

SYSD: Manuel Bojorquez, HR Director
Print

Sign M Bojorquez Date 2/26/24

2024 SAN YSIDRO SCHOOL DISTRICT PSYCHOLOGISTS 2025

Month	M	T	W	TH	F	Student Days	Work Days	Holidays	Fri. Minimum Day Meetings:
July 2024	1	2	3	4	5			7/4 - Independence Day - Legal Holiday	
	8	9	10	11	12			7/24 - Staff Development	
	15	16	17	18	19			7/25 - AM Staff Development - PM Prep	
	22	23	24	25	26				
	29	30	31			3	8	7/29 - First Day for Students	
August 2024				1	2				Staff Mtg./Principal Directed
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29	30	22	22		
September 2024	2	3	4	5	6			9/2 - Labor Day - Legal Holiday	Staff Mtg./Principal Directed
	9	10	11	12	13				
	16	17	18	19	20			9/20 - Progress Report #1 (middle schools)	
	23	24	25	26	27			9/23 - 10/4 Fall Break	
	30					14	14		
October 2024		1	2	3	4			10/7 - AM Staff Development - PM Prep	
	7	8	9	10	11			10/8 - Students Return	Staff Mtg./Principal Directed
	14	15	16	17	18				
	21	22	23	24	25			10/21 - 10/25 Preschool Parent Conferences	
	28	29	30	31		18	19		
November 2024					1			11/1 - End of first trimester (58 days - elementary schools)	
	4	5	6	7	8			11/11 - Veteran's Day - Legal Holiday	
	11	12	13	14	15			11/18 - 11/22 Parent Conferences	Staff Mtg./Principal Directed
	18	19	20	21	22			11/28 - Thanksgiving Legal	
	25	26	27	28	29	15	15	11/29 - Local Holiday	
December 2024	2	3	4	5	6				
	9	10	11	12	13			12/20 - End of first semester (87 days - middle schools)	
	16	17	18	19	20			12/23 - 1/10 Winter Break	Staff Mtg./Principal Directed
	23	24	25	26	27			12/24 - 12/25 Declared and Legal Holidays	
	30	31				15	15	12/30 - 12/31 - Declared Holidays	
January 2025			1	2	3			1/1 - New Year's Day - Legal Holiday	
	6	7	8	9	10			1/13 - AM Staff Development - PM Prep	
	13	14	15	16	17			1/14 - Students Return	
	20	21	22	23	24			1/20 - Martin Luther King Jr. - Legal Holiday	
	27	28	29	30	31	13	14		Staff Mtg./Principal Directed
February 2025	3	4	5	6	7				
	10	11	12	13	14			2/14 - Lincoln Day - Legal Holiday	
	17	18	19	20	21			2/17 - Washington Day - Legal Holiday	
	24	25	26	27	28	18	18		Staff Mtg./Principal Directed
March 2025	3	4	5	6	7			3/7 - End of second trimester (65 days - elementary schools)	
	10	11	12	13	14			3/14 - Progress Report #2 (middle schools)	Staff Mtg./Principal Directed
	17	18	19	20	21			3/17 - 3/21 Parent Conferences	
	24	25	26	27	28			3/24 - 4/4 Spring Break	
	31					15	15	3/28 - 3/31 - Cesar Chavez - Observed & Local Holidays	
April 2025		1	2	3	4				
	7	8	9	10	11			4/7 - Students Return	
	14	15	16	17	18			4/14 - 4/18 Preschool Parent Conferences	
	21	22	23	24	25				Staff Mtg./Principal Directed
	28	29	30			18	18		
May 2025				1	2				
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				Staff Mtg./Principal Directed
	26	27	28	29	30	21	21	5/26 - Memorial Day - Legal Holiday	
June 2025	2	3	4	5	6			6/11 - End of third trimester (57 days - elementary schools)	Staff Mtg./Principal Directed
	9	10	11	12	13			6/11 - End of second semester (93 days - middle schools)	
	16	17	18	19	20			6/12 - AM Staff Development - PM Prep	
	23	24	25	26	27			6/19 - Juneteenth - Legal Holiday	
	30					8	12		
						180	191		

◇ First/Last Day for Students ○ Student Minimum Days ▭ Legal/Local Holidays

▭ End of trimester / semester △ Pupil Free Day (tentative-may be altered as result of labor negotiations)

School Closed

Board Approved:

Subject to modification if required by Collective Bargaining

SYEA: Katina DeLeon
Print

Sign: Katina DeLeon Date: 2/26/24

SYSD: Manuel Bojorquez, HR Director
Print

Sign: Manuel Bojorquez Date 2/26/24

2024 SAN YSIDRO SCHOOL DISTRICT 2025
SOCIAL WORKERS/LANGUAGE, SPEECH & HEARING SPECIALISTS

Month	M	T	W	TH	F	Student Days	Work Days	Holidays	Fri. Minimum Day Meetings:
July 2024	1	2	3	4	5			7/4 - Independence Day - Legal Holiday	
	8	9	10	11	12			7/24 - Staff Development	
	15	16	17	18	19			7/25 - AM Staff Development - PM Prep	
	22	23	24	25	26				
	29	30	31			3	6	7/29 - First Day for Students	
August 2024				1	2				Staff Mtg./Principal Directed
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29	30	22	22		
September 2024	2	3	4	5	6			9/2 - Labor Day - Legal Holiday	Staff Mtg./Principal Directed
	9	10	11	12	13				
	16	17	18	19	20			9/20 - Progress Report #1 (middle schools)	
	23	24	25	26	27			9/23 - 10/4 Fall Break	
	30					14	14		
October 2024		1	2	3	4			10/7 - AM Staff Development - PM Prep	
	7	8	9	10	11			10/8 - Students Return	Staff Mtg./Principal Directed
	14	15	16	17	18				
	21	22	23	24	25			10/21 - 10/25 Preschool Parent Conferences	
	28	29	30	31		18	19		
November 2024					1			11/1 - End of first trimester (58 days - elementary schools)	
	4	5	6	7	8			11/11 - Veteran's Day - Legal Holiday	
	11	12	13	14	15			11/18 - 11/22 Parent Conferences	Staff Mtg./Principal Directed
	18	19	20	21	22			11/28 - Thanksgiving Legal	
	25	26	27	28	29	15	15	11/29 - Local Holiday	
December 2024	2	3	4	5	6				
	9	10	11	12	13			12/20 - End of first semester (87 days - middle schools)	
	16	17	18	19	20			12/23 - 1/10 Winter Break	Staff Mtg./Principal Directed
	23	24	25	26	27			12/24 - 12/25 Declared and Legal Holidays	
	30	31				15	15	12/30 - 12/31 - Declared Holidays	
January 2025			1	2	3			1/1 - New Year's Day - Legal Holiday	
	6	7	8	9	10			1/13 - AM Staff Development - PM Prep	
	13	14	15	16	17			1/14 - Students Return	
	20	21	22	23	24			1/20 - Martin Luther King Jr. - Legal Holiday	
	27	28	29	30	31	13	14		Staff Mtg./Principal Directed
February 2025	3	4	5	6	7				
	10	11	12	13	14			2/14 - Lincoln Day - Legal Holiday	
	17	18	19	20	21			2/17 - Washington Day - Legal Holiday	
	24	25	26	27	28	18	18		Staff Mtg./Principal Directed
March 2025	3	4	5	6	7			3/7 - End of second trimester (65 days - elementary schools)	
	10	11	12	13	14			3/14 - Progress Report #2 (middle schools)	Staff Mtg./Principal Directed
	17	18	19	20	21			3/17 - 3/21 Parent Conferences	
	24	25	26	27	28			3/24 - 4/4 Spring Break	
	31					15	15	3/28 - 3/31 - Cesar Chavez - Observed & Local Holidays	
April 2025		1	2	3	4				
	7	8	9	10	11			4/7 - Students Return	
	14	15	16	17	18			4/14 - 4/18 Preschool Parent Conferences	
	21	22	23	24	25				Staff Mtg./Principal Directed
	28	29	30			18	18		
May 2025				1	2				
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23				Staff Mtg./Principal Directed
	26	27	28	29	30	21	21	5/26 - Memorial Day - Legal Holiday	
June 2025	2	3	4	5	6			6/11 - End of third trimester (57 days - elementary schools)	Staff Mtg./Principal Directed
	9	10	11	12	13			6/11 - End of second semester (93 days - middle schools)	
	16	17	18	19	20			6/12 - AM Staff Development - PM Prep	
	23	24	25	26	27			6/19 - Juneteenth - Legal Holiday	
	30					8	14		
						180	191		

◇ First/Last Day for Students ○ Student Minimum Days ▭ Legal/Local Holidays
▬ ▬ End of trimester / semester △ Pupil free day (tentative-may be altered as result of labor negotiations)

School Closed
Board Approved:

Subject to modification if required by Collective Bargaining

SYEA: Katina DeLeon
Print
Sign
Date: 2/26/24

SYSD: Manuel Bojorquez, HR Director
Print
Sign
Date 2/26/24

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: RESOLUTION NO. 23/24-0026 – TEMPORARY CERTIFICATED EMPLOYEE RELEASE

BACKGROUND INFORMATION:
California Education Code section 44954(b) provides that the Governing Board of the San Ysidro School District may release a substitute and/or temporary certificated employee if the employee is notified before the end of the school year of the District's decision not to reelect the employee for the next succeeding school year.

This resolution identifies temporary certificated employees intended for release pursuant to Education Code section 44954(b). These individual employees will be noticed of the decision to release and non-reelect for the 2024-2025 school year.

RECOMMENDATION:
Adopt Resolution No. 23/24-0026 authorizing the District to notice individual, temporary employees of the district's intent to release at the close of the 2023-2024 school year.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐Yes ☐ No	
N/A	--	
(Amount)	(Name of funding source and/or location)	

Recommended for: ☒ Approval ☐ Denial	Certification Requested ☒ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT

RESOLUTION 23/24-0026
RELEASE OF TEMPORARY CERTIFICATED EMPLOYEES

WHEREAS, Sections 44909, 44917, 44918, 44919, 44920, 44921, and 44986 of the Education Code permit the Governing Board to classify certain certificated employees as "temporary;" and,

WHEREAS, the Governing Board has, in fact, employed temporary certificated employees pursuant to Sections 44909, 44917, 44918, 44919, 44920, 44921, and/or 44986 of the Education Code; and,

WHEREAS, time served as a temporary certificated employee is not credited toward the attainment of permanent status unless the temporary certificated employee serves more than seventy-five percent (75%) of school days and is subsequently appointed to a vacant probationary position; and,

WHEREAS, there is no relative seniority between temporary certificated employees; and,

WHEREAS, Section 44954 of the Education Code permits the Governing Board to release temporary certificated employees from employment, with limited restrictions; and,

WHEREAS, with respect to probationary and permanent certificated employees, Sections 44949 and 44955 of the Education Code require action by the Governing Board in order to reduce or eliminate services and permit the layoff of certificated employees; and,

WHEREAS, temporary certificated employees are not entitled to the due process rights contained in Sections 44949 and 44955; and,

WHEREAS, the Superintendent of the San Ysidro School District has recommended to the Governing Board that particular kinds of services be reduced or eliminated no later than the end of the 2022-23 school year; and,

WHEREAS, the Governing Board has determined that a reduction or elimination of particular kinds of services is needed no later than the last contracted day of the 2023-2024 school year, and,

WHEREAS, the Superintendent has indicated that the reduction in particular kinds of services is related to the loss or potential loss of revenue limit funding and of certain categorical or specially-funded programs, the possibility of probationary and permanent employees returning from leaves of absence, and other considerations that relate directly to the justifications for employment of temporary certificated employees; and,

WHEREAS, temporary certificated employees must be released from their temporary assignments in order to effectuate this reduction in particular kinds of services.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the San Ysidro School District:

1. That all of the foregoing recitals are true and correct.

2. That the employees listed below shall be released from their temporary positions no later than the last contracted day of the 2023-24 school year.

ID# of Employees being released

ID#	ID#	ID#	ID#
658230	657651	657181	652304
529766	658067	625232	641911
641315	658065	657316	647633
619067	647944	622896	400561
623996	657866	553187	657333
623897	541422	622568	639952
632952	622868	602489	360039
627920	657884	605920	516697

3. That the Superintendent or his designated representative will send appropriate notices to all temporary certificated employees listed above notifying them that the Governing Board has determined to release them from employment pursuant to Section 44954 of the Education Code.

ADOPTED by the Governing Board of San Ysidro School District this 5th day of March, 2024.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD:

President

Clerk

Member

Member

Member

SAN YSIDRO SCHOOL DISTRICT

RESOLUTION 23/24-0026
RELEASE OF TEMPORARY CERTIFICATED EMPLOYEES

EXHIBIT "A"

Particular Kinds of Service	**Full Time Equivalent**
Temporary services as follows:	
Classroom Teacher	7
Intervention Support Teacher	6
Head Start Permit Teacher	2
Preschool Permit Teacher	5
SciPhy Teacher	1
Counselors	1
Social Workers	5
Psychologists	4
Total FTEs	**31**

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: RESOLUTION NO. 23/24-0027 – LAYOFF OF CLASSIFIED STAFF

BACKGROUND INFORMATION:
It has been determined that it will be necessary to reduce and/or eliminate the following particular kinds of services of the District at the close of the 2023-2024 school year for fiscal and budgetary reasons. The District will have to reduce and/or eliminate the number of permanent classified positions performing particular kinds of service.

This resolution identifies the kinds of services to be reduced and/or eliminated no later than the end of the 2023-2024 school year for the positions of Bus Driver, Campus Aide, and Director of MOTF (4.24 FTEs).

RECOMMENDATION:
Approve Resolution No. 24/25-0027 authorizing the District to reduce and/or eliminate the following particular kinds of services of the District at the close of the 2023-2024 school year for fiscal and budgetary reasons.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐Yes ☐ No	
N/A	--	
(Amount)	(Name of funding source and/or location)	

Recommended for: ☒ Approval ☐ Denial	Certification Requested ☒ Yes ☐ No

GOVERNING BOARD OF THE SAN YSIDRO SCHOOL DISTRICT
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA
RESOLUTION NO. 23/24-0027

In the Matter of the Reduction of Positions in the Classified Service	)))	RESOLUTION TO LAY OFF PERMANENT CLASSIFIED EMPLOYEES

WHEREAS, due to the lack of work and/or lack of funds in the San Ysidro School District, the Governing Board, under the authority of Education Code section 45114, 45115, 45117, 45298, and 45308, hereby finds it necessary and in the best interest of the District to eliminate the full-time equivalent (FTE) of the classified services as specified below:

Position/Classification	**Full Time Equivalent**
Bus Driver	0.6029
Campus Aide	0.3768
Campus Aide	0.3768
Campus Aide	0.3768
Campus Aide	0.3768
Campus Aide	0.3768
Campus Aide	0.3768
Campus Aide	0.3768
Director of MOTF	1

TOTAL 4.24 FTE

NOW, THEREFORE, BE IT RESOLVED, that for the ensuing year (effective July 1, 2024), the classified positions set forth above shall be discontinued to the extent set forth above.

BE IT FURTHER RESOLVED, that no later than March 15, 2024, the Governing Board and all affected permanent classified employees shall be given written notice by the Superintendent or the Superintendent's designee that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights.

BE IT FURTHER RESOLVED, that nothing herein shall be deemed to confer any status or rights upon probationary classified employees, short-term employees, as defined in section 45103, or other employees in addition to those specifically granted to such employees by statute.

BE IT FURTHER RESOLVED, that the Superintendent or the Superintendent's designee is authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

PASSED AND ADOPTED by the Governing Board of the San Ysidro School District this 5th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD:

_____

Board President, Irene Lopez

_____

Board Vice-President, Zenaida Rosario

_____

Board Clerk, Antonio Martinez

_____

Board Member, Rudy Lopez

_____

Board Member, Rosaleah Pallasigue

SAN YSIDRO SCHOOL DISTRICT

GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: RESOLUTION NO. 23/24-0028– LAYOFF OF CERTIFICATED STAFF

BACKGROUND INFORMATION:
It has been determined that it will be necessary to reduce or discontinue the following particular kinds of services of the District at the close of the 2023-2024 school year for fiscal and budgetary reasons. The District will have to reduce the number of permanent certificated employees performing particular kinds of service.

This resolution identifies the kinds of services to be reduced or discontinued no later than the end of the 2023-2024 school year for the position of Executive Director of Educational Services (1.0 FTE).

RECOMMENDATION:
Approve Resolution No. 23/24-0028 authorizing the District to reduce or discontinue the following particular kinds of services of the District at the close of the 2023-2024 school year for fiscal and budgetary reasons.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐Yes ☐ No	
N/A	--	
(Amount)	(Name of funding source and/or location)	

Recommended for: ☒ Approval ☐ Denial	Certification Requested ☒ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT
SAN DIEGO COUNTY, CALIFORNIA

BOARD RESOLUTION 23/24-0028

March 5, 2024

TERMINATION OF CERTIFICATED EMPLOYEES
DUE TO A REDUCTION OF PARTICULAR KINDS OF SERVICES

WHEREAS, the Superintendent of the San Ysidro School District (the "District"), through her designee, the Executive Director of Human Resources, has recommended to the District's Governing Board (the "Board") that the District reduce or discontinue the following particular kinds of services at the close of the current school year;

Kinds of Services	**Number of Full-Time Equivalent Positions (FTEs)**
Exec. Director of Educational Services	1.0
Total FTEs	**1.0**

WHEREAS, it shall be necessary to terminate, at the end of the 2023-24 school year, the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services; and

WHEREAS, the Governing Board is required by law to give notice, on or before to March 15, 2024, to all certificated employees affected by any decision to reduce or discontinue these particular kinds of services;

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

A. The Board hereby approves the reduction and/or discontinuance of the aforementioned services to occur at the close of the current school year;

B. The Board hereby determines that, as the result of the above-stated reduction in force, it will be necessary to terminate, at the end of the 2023-24 school year, the employment of certificated employees of the District in a quantity that will facilitate the elimination of the FTEs specified in the aforementioned recommendation;

C. Pursuant to Education Code section 44955(b), the Board shall retain employees who are certificated and competent to render services over more senior employees who are not certificated and/or competent to render the same services. "Certificated" shall mean that an employee possesses a credential issued by the California Commission on Teacher Credentialing that authorizes him/her to render instruction or services in the subject matter area in which he/she claims to be entitled to render instruction or services, or has been lawfully exempted or received a waiver from the credential requirement. "Competent" shall mean that the employee has actually rendered instruction or services as a District employee (except as a day-to-day substitute) in the subject matter area in which he/she claims to be entitled to render instruction or services during at least one of the last five school years; and

D. The Superintendent or designee is directed to send appropriate notices to all employees affected by this reduction in force pursuant to the relevant Education Code provisions, to take all necessary action to implement this Resolution, and to afford the employees all rights to which they are entitled under law.

ADOPTED, SIGNED AND APPROVED this _____ day of _____.

GOVERNING BOARD OF THE
SAN YSIDRO SCHOOL DISTRICT

By: _____
_____
President of the Governing Board
San Ysidro School District

I,_____, Clerk of the Governing Board of the San Ysidro School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on _____.

AYES: _____
NOES: _____
ABSENT: _____

GOVERNING BOARD OF THE
SAN YSIDRO SCHOOL DISTRICT

By: _____
_____
Clerk of the Governing Board
San Ysidro School District

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: RESOLUTION NO. 23/24-0029 – DAY/WEEK OF THE TEACHER

BACKGROUND INFORMATION:
Day of the Teacher is a day for honoring teachers and recognizing the lasting contributions they make to our lives. In May 2009, the United States Congress enacted a bill that created a National Day of the Teacher to be celebrated in the month of May. On California's Day of the Teacher, thousands of communities take time to honor their local educators and acknowledge the vital role teachers play in making sure every student receives a quality education.

May 6-12, 2024 has been designated as the "Week of the Teacher" and Tuesday May 7, 2024 has been selected as the San Ysidro School District "Day of the Teacher." On this day, we invite all members of the community to join in this observance by recognizing the contributions public school teachers make toward our children's success in school and in life.

RECOMMENDATION:
Adopt Resolution No. 23/24-0029 declaring the observance of Tuesday, May 7, 2024, as the San Ysidro "Day of the Teacher" and the week of May 6-12, 2024, as the "Week of the Teacher."

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☐ No	☐ Yes ☐ No	--

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☒ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD

RESOLUTION NO. 23/24-0029

RESOLUTION DECLARING THE OBSERVANCE OF TUESDAY, MAY 7, 2024, AS THE "DAY OF THE TEACHER" AND THE WEEK OF MAY 6-12, 2024, AS THE "WEEK OF THE TEACHER"

WHEREAS, education is the most vital activity that we as a society undertake to ensure the well-being of the nation; and

WHEREAS, teachers open children's minds to the magic of ideas, knowledge and dreams; and

WHEREAS, teachers fill many roles, as listeners, role models, motivators and mentors; and

WHEREAS, teachers deserve widespread recognition and gratitude for their performance;

WHEREAS, we are keenly aware of the importance of teachers in children reaching their full potential; and

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the San Ysidro School District and the Superintendent declare the observance of Tuesday, May 7, 2024, as the San Ysidro "Day of the Teacher."

BE IT FURTHER RESOLVED, that the Governing Board of the San Ysidro School District and the Superintendent also recognize the week of May 6-12, 2024, as the "Week of the Teacher" and encourage activities to recognize and honor San Ysidro School District teachers and all certificated staff members.

PASSED AND ADOPTED by the Governing Board of the San Ysidro School District, County of San Diego, State of California, this 5th day of March, 2024.

Irene Lopez, President	Zenaida Rosario, Vice-President
Antonio Martinez, Clerk	Rudy Lopez, Member
Rosalea Pallasigue, Member	Gina A. Potter, Ed.D, Superintendent

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: RESOLUTION NO. 23/24-0030 – CLASSIFIED/CONFIDENTIAL SCHOOL EMPLOYEE WEEK

BACKGROUND INFORMATION:
The State of California has a long standing tradition of recognizing the important contributions of classified employees and has named the third full week of May as "Classified Employee Week" to honor their valuable contributions to each school district's success.

Classified employees play an integral role in California's public schools and in particular the San Ysidro School District. In tandem with our classified employees, confidential staff also serve essential roles in supporting the responsibilities assigned to every public education entity in the State. Together, classified and confidential staff help to ensure the smooth operation of offices, the safety and maintenance of buildings and property, the safe transportation of students and the healthy nutrition and direct instruction of our students. By approving Resolution No. 23/24-0030, the District acknowledges the valuable services to the San Ysidro School District and its students by our classified and confidential employees.

RECOMMENDATION:
Adopt Resolution No. 23/24-0030 recognizing the week of May 19-25 2024, as "Classified and Confidential School Employee Week."

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☐ No	☐ Yes ☐ No	--

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☒ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD

RESOLUTION NO. 23/24-0030

RESOLUTION DECLARING THE WEEK OF May 19-25, 2024, AS "CLASSIFIED/CONFIDENTIAL SCHOOL EMPLOYEE WEEK"

WHEREAS, classified and confidential school employees provide valuable services to the schools and students of the San Ysidro School District; and

WHEREAS, classified and confidential school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified and confidential school employees serve a vital role in providing for the welfare and safety of the San Ysidro School District students; and

WHEREAS, classified and confidential school employees in the San Ysidro School District strive for excellence in all areas relative to the educational community.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the San Ysidro School District and the Superintendent hereby recognizes and wishes to honor the contributions of the classified and confidential school employees for their efforts in promoting quality education in the State of California and in the San Ysidro School District and declares the week of May 19-25, 2024, as "Classified/Confidential School Employee Week" in the San Ysidro School District.

PASSED AND ADOPTED by the Governing Board of the San Ysidro School District, County of San Diego, State of California, this 5th day of March, 2024.

Irene Lopez, President	Zenaida Rosario, Vice-President
Antonio Martinez, Clerk	Rudy Lopez, Member
Rosalea Pallasigue, Member	Gina A. Potter, Ed.D, Superintendent

AN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: SECOND INTERIM FINANCIAL REPORT FOR 2023-24 FISCAL YEAR

BACKGROUND INFORMATION:
AB 1200 requires local educational agencies (LEAs) to file Interim Reports of their annual budget as of October 31 and January 31 respectively. LEAs must collect the financial data for these reporting periods and project the financial conditions of the current and two subsequent fiscal years. Based on the projected financial conditions, the LEAs will certify the Interim Report in one of the following three categories.

- Positive – the school district **will** meet its financial obligations for the current and two subsequent fiscal years
- Qualified – the school district **may not** meet its financial obligations for the current and two subsequent fiscal years
- Negative – the school district **will not** meet its financial obligations for the current and two subsequent fiscal years

Please note that Education Code sections 42130 and 42131 require that Interim Reports be submitted to the Governing Board on the SACS forms, the format prescribed by the State Superintendent of Public Instruction. Per the Education Codes indicated above, the District hereby submits the 2023-24 Second Interim Report with a **Positive Certification** for Governing Board review and approval.

The 2023-24 Second Interim Report will be available to the public on the District's website after Governing Board's approval.

- Report under separate cover -

RECOMMENDATION:
Approve the 2023-24 Second Interim Financial Report.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

San Ysidro School District EST - 1887

QUALITY EDUCATION AND OPPORTUNITY FOR ALL STUDENTS TO SUCCEED

SECOND INTERIM FINANCIAL REPORT 2023-2024

Regular Board Meeting
March 5, 2024

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____ Date: _____
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: March 05, 2024 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

X POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

_____ QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

_____ NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Marilyn Adrianzen Telephone: 619-428-4476

Title: CBO E-mail: marilyn.adrianzen@sysdschools.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
CRITERIA AND STANDARDS (continued)			**Met**	**Not Met**
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.		X
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).		X
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		X
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	
SUPPLEMENTAL INFORMATION			**No**	**Yes**
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	

S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than $20,000 and more than 5% for any of the current or two subsequent fiscal years?		X
SUPPLEMENTAL INFORMATION (continued)			**No**	**Yes**
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2022-23) annual payment?	X	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since first interim in OPEB liabilities?	X	
S7b	Other Self-Insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)		X
		• Management/supervisor/confidential? (Section S8C, Line 1b)		X
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	
ADDITIONAL FISCAL INDICATORS			**No**	**Yes**
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?		X
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	57,432,598.00	57,362,589.00	34,523,822.95	57,362,589.00	0.00	0.0%
2) Federal Revenue		8100-8299	100,000.00	100,000.00	25,336.47	100,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	803,992.00	829,798.00	530,423.40	829,798.00	0.00	0.0%
4) Other Local Revenue		8600-8799	100,000.00	767,276.00	746,581.93	767,276.00	0.00	0.0%
5) TOTAL, REVENUES			58,436,590.00	59,059,663.00	35,826,164.75	59,059,663.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	22,685,796.95	22,499,555.65	12,315,286.84	22,499,555.65	0.00	0.0%
2) Classified Salaries		2000-2999	8,214,217.22	9,727,731.52	5,698,826.43	9,727,731.52	0.00	0.0%
3) Employee Benefits		3000-3999	11,552,568.49	10,966,573.58	6,749,194.07	10,966,573.58	0.00	0.0%
4) Books and Supplies		4000-4999	903,275.00	991,557.00	586,826.25	991,557.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	5,794,282.00	6,488,032.00	4,941,856.94	6,488,032.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	271,000.00	271,000.00	63,030.00	271,000.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(723,968.00)	(1,790,767.00)	0.00	(1,790,767.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			48,697,171.66	49,153,682.75	30,355,020.53	49,153,682.75		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			9,739,418.34	9,905,980.25	5,471,144.22	9,905,980.25		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	1,029,126.00	0.00	1,029,126.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(9,643,384.76)	(10,550,998.76)	0.00	(10,550,998.76)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(9,643,384.76)	(9,521,872.76)	0.00	(9,521,872.76)		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			96,033.58	384,107.49	5,471,144.22	384,107.49		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,522,680.03	3,522,680.03		3,522,680.03	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,522,680.03	3,522,680.03		3,522,680.03		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,522,680.03	3,522,680.03		3,522,680.03		
2) Ending Balance, June 30 (E + F1e)			3,618,713.61	3,906,787.52		3,906,787.52		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	100,000.00	100,000.00		100,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	1,286,799.00	748,855.00		748,855.00		
16-17 ADA Overstatement	0000	9780	*389,983.00*					
16-17 ADA Overstatement	1100	9780	*896,816.00*					
16-17 ADA Overstatement	1100	9780		*748,855.00*				
16-17 ADA Overstatement	1100	9780				*748,855.00*		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	2,231,913.00	3,057,931.00		3,057,931.00		
Unassigned/Unappropriated Amount		9790	1.61	1.52		1.52		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	25,292,501.00	23,457,151.00	14,950,179.00	23,457,151.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	806,215.00	806,158.00	623,068.00	806,158.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	145,584.00	142,171.00	75,360.46	142,171.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	27,815,853.00	29,136,634.00	16,645,687.98	29,136,634.00	0.00	0.0%
Unsecured Roll Taxes		8042	913,836.00	1,063,057.00	1,122,381.60	1,063,057.00	0.00	0.0%
Prior Years' Taxes		8043	(44,385.00)	328.00	3,131.26	328.00	0.00	0.0%
Supplemental Taxes		8044	969,841.00	1,029,561.00	438,657.01	1,029,561.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	(57,322.00)	43,821.00	67,055.50	43,821.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	1,590,475.00	1,683,708.00	598,302.14	1,683,708.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			57,432,598.00	57,362,589.00	34,523,822.95	57,362,589.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			57,432,598.00	57,362,589.00	34,523,822.95	57,362,589.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Supporting Effective Instruction	4035	8290						
Title III, Part A, Immigrant Student Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	100,000.00	100,000.00	25,336.47	100,000.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			100,000.00	100,000.00	25,336.47	100,000.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319						
Special Education Master Plan								
Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	146,282.00	146,282.00	145,589.00	146,282.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	657,710.00	683,516.00	384,834.40	683,516.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			803,992.00	829,798.00	530,423.40	829,798.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	5,075.76	0.00	0.00	0.0%
Interest		8660	100,000.00	767,276.00	502,813.08	767,276.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	0.00	0.00	238,693.09	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			100,000.00	767,276.00	746,581.93	767,276.00	0.00	0.0%
TOTAL, REVENUES			58,436,590.00	59,059,663.00	35,826,164.75	59,059,663.00	0.00	0.0%
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	19,894,190.51	19,882,656.51	10,502,405.47	19,882,656.51	0.00	0.0%
Certificated Pupil Support Salaries		1200	755,083.74	755,083.74	345,268.83	755,083.74	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	2,036,522.70	1,861,815.40	1,409,495.56	1,861,815.40	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	58,116.98	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			22,685,796.95	22,499,555.65	12,315,286.84	22,499,555.65	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	1,067,149.30	181,637.00	1,067,149.30	0.00	0.0%
Classified Support Salaries		2200	3,394,081.38	3,644,081.38	2,589,391.78	3,644,081.38	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	601,082.25	601,082.25	328,361.34	601,082.25	0.00	0.0%
Clerical, Technical and Office Salaries		2400	2,911,492.72	3,107,857.72	2,024,459.36	3,107,857.72	0.00	0.0%
Other Classified Salaries		2900	1,307,560.87	1,307,560.87	574,976.95	1,307,560.87	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			8,214,217.22	9,727,731.52	5,698,826.43	9,727,731.52	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	4,352,365.67	3,467,950.67	2,258,825.06	3,467,950.67	0.00	0.0%
PERS		3201-3202	1,877,194.73	1,929,744.99	1,255,557.19	1,929,744.99	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	859,126.40	885,530.23	574,724.64	885,530.23	0.00	0.0%
Health and Welfare Benefits		3401-3402	3,008,250.00	3,203,250.00	1,997,396.30	3,203,250.00	0.00	0.0%
Unemployment Insurance		3501-3502	19,777.93	23,788.93	8,963.31	23,788.93	0.00	0.0%
Workers' Compensation		3601-3602	751,774.55	772,229.55	454,980.96	772,229.55	0.00	0.0%
OPEB, Allocated		3701-3702	684,000.00	684,000.00	197,696.61	684,000.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	79.21	79.21	1,050.00	79.21	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			11,552,568.49	10,966,573.58	6,749,194.07	10,966,573.58	0.00	0.0%
BOOKS AND SUPPLIES								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Approved Textbooks and Core Curricula Materials		4100	50,000.00	50,000.00	18,403.08	50,000.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	803,275.00	879,557.00	560,786.08	879,557.00	0.00	0.0%
Noncapitalized Equipment		4400	50,000.00	62,000.00	7,637.09	62,000.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			903,275.00	991,557.00	586,826.25	991,557.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	42,000.00	34,150.00	39,034.65	34,150.00	0.00	0.0%
Dues and Memberships		5300	26,000.00	28,000.00	47,656.84	28,000.00	0.00	0.0%
Insurance		5400-5450	1,600,000.00	1,600,000.00	691,308.92	1,600,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,600,000.00	1,600,000.00	1,058,814.49	1,600,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	515,000.00	670,000.00	331,526.84	670,000.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,901,282.00	2,445,882.00	2,687,945.40	2,445,882.00	0.00	0.0%
Communications		5900	110,000.00	110,000.00	85,569.80	110,000.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			5,794,282.00	6,488,032.00	4,941,856.94	6,488,032.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	63,030.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	271,000.00	271,000.00	0.00	271,000.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			271,000.00	271,000.00	63,030.00	271,000.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(493,124.00)	(1,588,821.00)	0.00	(1,588,821.00)	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(230,844.00)	(201,946.00)	0.00	(201,946.00)	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(723,968.00)	(1,790,767.00)	0.00	(1,790,767.00)	0.00	0.0%
TOTAL, EXPENDITURES			48,697,171.66	49,153,682.75	30,355,020.53	49,153,682.75	0.00	0.0%
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	1,029,126.00	0.00	1,029,126.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	1,029,126.00	0.00	1,029,126.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(9,643,384.76)	(10,550,998.76)	0.00	(10,550,998.76)	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(9,643,384.76)	(10,550,998.76)	0.00	(10,550,998.76)	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(9,643,384.76)	(9,521,872.76)	0.00	(9,521,872.76)	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	233,940.00	233,940.00	35,522.00	233,940.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,922,262.00	7,237,713.74	656,231.06	7,237,713.74	0.00	0.0%
3) Other State Revenue		8300-8599	10,066,123.00	10,544,862.00	3,313,628.47	10,544,862.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,034,219.00	3,402,759.68	1,613,341.42	3,402,759.68	0.00	0.0%
5) TOTAL, REVENUES			16,256,544.00	21,419,275.42	5,618,722.95	21,419,275.42		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	4,738,327.93	6,589,094.87	4,560,320.32	6,589,094.87	0.00	0.0%
2) Classified Salaries		2000-2999	3,797,466.89	4,434,841.37	3,067,168.60	4,434,841.37	0.00	0.0%
3) Employee Benefits		3000-3999	6,985,590.98	8,157,402.99	2,903,208.32	8,157,402.99	0.00	0.0%
4) Books and Supplies		4000-4999	5,031,746.30	9,794,741.01	1,414,632.56	9,794,741.01	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	4,653,672.66	19,237,696.88	3,977,152.19	19,237,696.88	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	1,974,720.00	237,744.89	1,974,720.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	493,124.00	1,588,821.00	0.00	1,588,821.00	0.00	0.0%
9) TOTAL, EXPENDITURES			25,699,928.76	51,777,318.12	16,160,226.88	51,777,318.12		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(9,443,384.76)	(30,358,042.70)	(10,541,503.93)	(30,358,042.70)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	9,643,384.76	10,550,998.76	0.00	10,550,998.76	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			9,643,384.76	9,550,998.76	0.00	9,550,998.76		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			200,000.00	(20,807,043.94)	(10,541,503.93)	(20,807,043.94)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	25,252,714.14	25,252,714.14		25,252,714.14	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			25,252,714.14	25,252,714.14		25,252,714.14		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			25,252,714.14	25,252,714.14		25,252,714.14		
2) Ending Balance, June 30 (E + F1e)			25,452,714.14	4,445,670.20		4,445,670.20		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
b) Restricted		9740	25,452,714.14	4,445,670.20		4,445,670.20		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	233,940.00	233,940.00	35,522.00	233,940.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			233,940.00	233,940.00	35,522.00	233,940.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	939,155.00	939,155.00	0.00	939,155.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Special Education Discretionary Grants		8182	94,072.00	94,487.00	20,071.29	94,487.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,248,880.00	2,823,020.00	173,467.00	2,823,020.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	150,143.00	443,706.58	48,832.00	443,706.58	0.00	0.0%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	310,780.00	713,112.00	74,515.00	713,112.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	179,232.00	387,846.51	5,581.89	387,846.51	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	1,836,386.65	333,763.88	1,836,386.65	0.00	0.0%
TOTAL, FEDERAL REVENUE			2,922,262.00	7,237,713.74	656,231.06	7,237,713.74	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00		
Lottery - Unrestricted and Instructional Materials		8560	259,215.00	272,093.00	46,557.47	272,093.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	9,806,908.00	10,272,769.00	3,267,071.00	10,272,769.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			10,066,123.00	10,544,862.00	3,313,628.47	10,544,862.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	200,000.00	200,000.00	0.00	200,000.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	368,540.68	1,864.42	368,540.68	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	2,834,219.00	2,834,219.00	1,611,477.00	2,834,219.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,034,219.00	3,402,759.68	1,613,341.42	3,402,759.68	0.00	0.0%
TOTAL, REVENUES			16,256,544.00	21,419,275.42	5,618,722.95	21,419,275.42	0.00	0.0%
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	4,092,530.89	5,888,457.83	3,702,605.96	5,888,457.83	0.00	0.0%
Certificated Pupil Support Salaries		1200	293,093.66	293,093.66	564,900.66	293,093.66	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	352,703.38	407,543.38	292,813.70	407,543.38	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			4,738,327.93	6,589,094.87	4,560,320.32	6,589,094.87	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	2,842,162.02	3,036,550.80	2,067,707.89	3,036,550.80	0.00	0.0%
Classified Support Salaries		2200	538,795.89	603,795.89	353,492.19	603,795.89	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	190,376.60	203,143.60	150,343.25	203,143.60	0.00	0.0%
Clerical, Technical and Office Salaries		2400	226,132.38	326,132.38	199,011.11	326,132.38	0.00	0.0%
Other Classified Salaries		2900	0.00	265,218.70	298,614.16	265,218.70	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			3,797,466.89	4,434,841.37	3,067,168.60	4,434,841.37	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	3,823,514.84	4,828,330.84	786,503.99	4,828,330.84	0.00	0.0%
PERS		3201-3202	1,140,300.96	1,215,152.96	698,641.68	1,215,152.96	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	398,828.77	417,677.16	305,681.62	417,677.16	0.00	0.0%
Health and Welfare Benefits		3401-3402	1,398,850.00	1,463,850.00	907,203.81	1,463,850.00	0.00	0.0%
Unemployment Insurance		3501-3502	4,467.61	5,935.05	3,571.07	5,935.05	0.00	0.0%
Workers' Compensation		3601-3602	219,628.80	226,456.98	201,606.15	226,456.98	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			6,985,590.98	8,157,402.99	2,903,208.32	8,157,402.99	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	259,215.00	273,814.98	921,411.70	273,814.98	0.00	0.0%
Books and Other Reference Materials		4200	0.00	200,000.00	44,069.96	200,000.00	0.00	0.0%
Materials and Supplies		4300	4,772,531.30	9,271,004.74	443,439.21	9,271,004.74	0.00	0.0%
Noncapitalized Equipment		4400	0.00	49,921.29	5,711.69	49,921.29	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			5,031,746.30	9,794,741.01	1,414,632.56	9,794,741.01	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	104,807.38	471,116.38	132,328.50	471,116.38	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	100,000.00	100,000.00	13,302.00	100,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	789,276.91	1,246,890.91	270,364.93	1,246,890.91	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	3,659,588.37	17,419,689.59	3,561,156.76	17,419,689.59	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			4,653,672.66	19,237,696.88	3,977,152.19	19,237,696.88	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	1,974,720.00	237,744.89	1,974,720.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	1,974,720.00	237,744.89	1,974,720.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict								
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	493,124.00	1,588,821.00	0.00	1,588,821.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			493,124.00	1,588,821.00	0.00	1,588,821.00	0.00	0.0%
TOTAL, EXPENDITURES			25,699,928.76	51,777,318.12	16,160,226.88	51,777,318.12	0.00	0.0%
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	9,643,384.76	10,550,998.76	0.00	10,550,998.76	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			9,643,384.76	10,550,998.76	0.00	10,550,998.76	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			9,643,384.76	9,550,998.76	0.00	9,550,998.76	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	57,666,538.00	57,596,529.00	34,559,344.95	57,596,529.00	0.00	0.0%
2) Federal Revenue		8100-8299	3,022,262.00	7,337,713.74	681,567.53	7,337,713.74	0.00	0.0%
3) Other State Revenue		8300-8599	10,870,115.00	11,374,660.00	3,844,051.87	11,374,660.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,134,219.00	4,170,035.68	2,359,923.35	4,170,035.68	0.00	0.0%
5) TOTAL, REVENUES			74,693,134.00	80,478,938.42	41,444,887.70	80,478,938.42		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	27,424,124.88	29,088,650.52	16,875,607.16	29,088,650.52	0.00	0.0%
2) Classified Salaries		2000-2999	12,011,684.11	14,162,572.89	8,765,995.03	14,162,572.89	0.00	0.0%
3) Employee Benefits		3000-3999	18,538,159.47	19,123,976.57	9,652,402.39	19,123,976.57	0.00	0.0%
4) Books and Supplies		4000-4999	5,935,021.30	10,786,298.01	2,001,458.81	10,786,298.01	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	10,447,954.66	25,725,728.88	8,919,009.13	25,725,728.88	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	1,974,720.00	237,744.89	1,974,720.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	271,000.00	271,000.00	63,030.00	271,000.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(230,844.00)	(201,946.00)	0.00	(201,946.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			74,397,100.42	100,931,000.87	46,515,247.41	100,931,000.87		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			296,033.58	(20,452,062.45)	(5,070,359.71)	(20,452,062.45)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	1,029,126.00	0.00	1,029,126.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	29,126.00	0.00	29,126.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			296,033.58	(20,422,936.45)	(5,070,359.71)	(20,422,936.45)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	28,775,394.17	28,775,394.17		28,775,394.17	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			28,775,394.17	28,775,394.17		28,775,394.17		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			28,775,394.17	28,775,394.17		28,775,394.17		
2) Ending Balance, June 30 (E + F1e)			29,071,427.75	8,352,457.72		8,352,457.72		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	100,000.00	100,000.00		100,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
b) Restricted		9740	25,452,714.14	4,445,670.20		4,445,670.20		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	1,286,799.00	748,855.00		748,855.00		
16-17 ADA Overstatement	0000	9780	*389,983.00*					
16-17 ADA Overstatement	1100	9780	*896,816.00*					
16-17 ADA Overstatement	1100	9780		*748,855.00*				
16-17 ADA Overstatement	1100	9780				*748,855.00*		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	2,231,913.00	3,057,931.00		3,057,931.00		
Unassigned/Unappropriated Amount		9790	1.61	1.52		1.52		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	25,292,501.00	23,457,151.00	14,950,179.00	23,457,151.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	806,215.00	806,158.00	623,068.00	806,158.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	145,584.00	142,171.00	75,360.46	142,171.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	27,815,853.00	29,136,634.00	16,645,687.98	29,136,634.00	0.00	0.0%
Unsecured Roll Taxes		8042	913,836.00	1,063,057.00	1,122,381.60	1,063,057.00	0.00	0.0%
Prior Years' Taxes		8043	(44,385.00)	328.00	3,131.26	328.00	0.00	0.0%
Supplemental Taxes		8044	969,841.00	1,029,561.00	438,657.01	1,029,561.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	(57,322.00)	43,821.00	67,055.50	43,821.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	1,590,475.00	1,683,708.00	598,302.14	1,683,708.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			57,432,598.00	57,362,589.00	34,523,822.95	57,362,589.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	233,940.00	233,940.00	35,522.00	233,940.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, LCFF SOURCES			57,666,538.00	57,596,529.00	34,559,344.95	57,596,529.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	939,155.00	939,155.00	0.00	939,155.00	0.00	0.0%
Special Education Discretionary Grants		8182	94,072.00	94,487.00	20,071.29	94,487.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,248,880.00	2,823,020.00	173,467.00	2,823,020.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	150,143.00	443,706.58	48,832.00	443,706.58	0.00	0.0%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	310,780.00	713,112.00	74,515.00	713,112.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	179,232.00	387,846.51	5,581.89	387,846.51	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	100,000.00	1,936,386.65	359,100.35	1,936,386.65	0.00	0.0%
TOTAL, FEDERAL REVENUE			3,022,262.00	7,337,713.74	681,567.53	7,337,713.74	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	146,282.00	146,282.00	145,589.00	146,282.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	916,925.00	955,609.00	431,391.87	955,609.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	9,806,908.00	10,272,769.00	3,267,071.00	10,272,769.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			10,870,115.00	11,374,660.00	3,844,051.87	11,374,660.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	200,000.00	200,000.00	0.00	200,000.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	5,075.76	0.00	0.00	0.0%
Interest		8660	100,000.00	767,276.00	502,813.08	767,276.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Local Revenue		8699	0.00	368,540.68	240,557.51	368,540.68	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	2,834,219.00	2,834,219.00	1,611,477.00	2,834,219.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,134,219.00	4,170,035.68	2,359,923.35	4,170,035.68	0.00	0.0%
TOTAL, REVENUES			74,693,134.00	80,478,938.42	41,444,887.70	80,478,938.42	0.00	0.0%
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	23,986,721.40	25,771,114.34	14,205,011.43	25,771,114.34	0.00	0.0%
Certificated Pupil Support Salaries		1200	1,048,177.40	1,048,177.40	910,169.49	1,048,177.40	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	2,389,226.08	2,269,358.78	1,702,309.26	2,269,358.78	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	58,116.98	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			27,424,124.88	29,088,650.52	16,875,607.16	29,088,650.52	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	2,842,162.02	4,103,700.10	2,249,344.89	4,103,700.10	0.00	0.0%
Classified Support Salaries		2200	3,932,877.27	4,247,877.27	2,942,883.97	4,247,877.27	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	791,458.85	804,225.85	478,704.59	804,225.85	0.00	0.0%
Clerical, Technical and Office Salaries		2400	3,137,625.10	3,433,990.10	2,223,470.47	3,433,990.10	0.00	0.0%
Other Classified Salaries		2900	1,307,560.87	1,572,779.57	871,591.11	1,572,779.57	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			12,011,684.11	14,162,572.89	8,765,995.03	14,162,572.89	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	8,175,880.51	8,296,281.51	3,045,329.05	8,296,281.51	0.00	0.0%
PERS		3201-3202	3,017,495.69	3,144,897.95	1,954,198.87	3,144,897.95	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	1,257,955.17	1,303,207.39	880,406.26	1,303,207.39	0.00	0.0%
Health and Welfare Benefits		3401-3402	4,407,100.00	4,667,100.00	2,904,600.11	4,667,100.00	0.00	0.0%
Unemployment Insurance		3501-3502	24,245.54	29,723.98	12,534.38	29,723.98	0.00	0.0%
Workers' Compensation		3601-3602	971,403.35	998,686.53	656,587.11	998,686.53	0.00	0.0%
OPEB, Allocated		3701-3702	684,000.00	684,000.00	197,696.61	684,000.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	79.21	79.21	1,050.00	79.21	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			18,538,159.47	19,123,976.57	9,652,402.39	19,123,976.57	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	309,215.00	323,814.98	939,814.78	323,814.98	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Books and Other Reference Materials		4200	0.00	200,000.00	44,069.96	200,000.00	0.00	0.0%
Materials and Supplies		4300	5,575,806.30	10,150,561.74	1,004,225.29	10,150,561.74	0.00	0.0%
Noncapitalized Equipment		4400	50,000.00	111,921.29	13,348.78	111,921.29	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			5,935,021.30	10,786,298.01	2,001,458.81	10,786,298.01	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	146,807.38	505,266.38	171,363.15	505,266.38	0.00	0.0%
Dues and Memberships		5300	26,000.00	28,000.00	47,656.84	28,000.00	0.00	0.0%
Insurance		5400-5450	1,600,000.00	1,600,000.00	691,308.92	1,600,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,700,000.00	1,700,000.00	1,072,116.49	1,700,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,304,276.91	1,916,890.91	601,891.77	1,916,890.91	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	5,560,870.37	19,865,571.59	6,249,102.16	19,865,571.59	0.00	0.0%
Communications		5900	110,000.00	110,000.00	85,569.80	110,000.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			10,447,954.66	25,725,728.88	8,919,009.13	25,725,728.88	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	1,974,720.00	237,744.89	1,974,720.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	1,974,720.00	237,744.89	1,974,720.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict								
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	63,030.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	271,000.00	271,000.00	0.00	271,000.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			271,000.00	271,000.00	63,030.00	271,000.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	(230,844.00)	(201,946.00)	0.00	(201,946.00)	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(230,844.00)	(201,946.00)	0.00	(201,946.00)	0.00	0.0%
TOTAL, EXPENDITURES			74,397,100.42	100,931,000.87	46,515,247.41	100,931,000.87	0.00	0.0%
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	1,029,126.00	0.00	1,029,126.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	1,029,126.00	0.00	1,029,126.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	29,126.00	0.00	29,126.00	0.00	0.0%

Resource	Description	2023-24 Projected Totals
2600	Expanded Learning Opportunities Program	61,520.00
4035	ESSA: Title II, Part A, Supporting Effective Instruction	.58
4127	ESSA: Title IV, Part A, Student Support and Academic Enrichment Grants	.26
4203	ESSA: Title III, English Learner Student Program	.37
6546	Mental Health-Related Services	201,665.02
7435	Learning Recovery Emergency Block Grant	4,092,969.23
8150	Ongoing & Major Maintenance Account (RMA: Education Code Section 17070.75)	57,263.87
9010	Other Restricted Local	32,250.87
Total, Restricted Balance		4,445,670.20

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.00	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	0.00	0.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	31,384.77	31,384.77		31,384.77	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			31,384.77	31,384.77		31,384.77		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			31,384.77	31,384.77		31,384.77		
2) Ending Balance, June 30 (E + F1e)			31,384.77	31,384.77		31,384.77		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	31,384.77	31,384.77		31,384.77		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
REVENUES								
Sale of Equipment and Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
CAPITAL OUTLAY								
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Project Year Totals
8210	Student Activity Funds	31,384.77
Total, Restricted Balance		31,384.77

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	400,000.00	400,000.00	37,270.00	400,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,669,947.00	1,669,947.00	1,001,421.82	1,669,947.00	0.00	0.0%
4) Other Local Revenue		8600-8799	80,439.13	80,439.13	10,401.27	80,439.13	0.00	0.0%
5) TOTAL, REVENUES			2,150,386.13	2,150,386.13	1,049,093.09	2,150,386.13		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	662,505.19	644,987.35	357,190.57	644,987.35	0.00	0.0%
2) Classified Salaries		2000-2999	482,611.58	482,611.58	368,752.53	482,611.58	0.00	0.0%
3) Employee Benefits		3000-3999	384,850.25	371,290.09	223,427.25	371,290.09	0.00	0.0%
4) Books and Supplies		4000-4999	419,800.11	424,938.98	16,669.06	424,938.98	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	100,000.00	177,069.00	39,999.36	177,069.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	99,119.00	99,119.00	0.00	99,119.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,148,886.13	2,200,016.00	1,006,038.77	2,200,016.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,500.00	(49,629.87)	43,054.32	(49,629.87)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,500.00	(49,629.87)	43,054.32	(49,629.87)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	399,171.57	399,171.57		399,171.57	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			399,171.57	399,171.57		399,171.57		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			399,171.57	399,171.57		399,171.57		
2) Ending Balance, June 30 (E + F1e)			400,671.57	349,541.70		349,541.70		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	400,671.57	349,541.70		349,541.70		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	400,000.00	400,000.00	37,270.00	400,000.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			400,000.00	400,000.00	37,270.00	400,000.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
State Preschool	6105	8590	1,669,947.00	1,669,947.00	1,001,421.82	1,669,947.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			1,669,947.00	1,669,947.00	1,001,421.82	1,669,947.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	6,500.00	6,500.00	10,401.27	6,500.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	73,939.13	73,939.13	0.00	73,939.13	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			80,439.13	80,439.13	10,401.27	80,439.13	0.00	0.0%
TOTAL, REVENUES			2,150,386.13	2,150,386.13	1,049,093.09	2,150,386.13		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	494,303.40	476,785.56	267,368.33	476,785.56	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	168,201.79	168,201.79	89,822.24	168,201.79	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			662,505.19	644,987.35	357,190.57	644,987.35	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	230,775.34	230,775.34	239,684.78	230,775.34	0.00	0.0%
Classified Support Salaries		2200	183,847.36	183,847.36	94,110.88	183,847.36	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Clerical, Technical and Office Salaries		2400	67,988.88	67,988.88	34,956.87	67,988.88	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			482,611.58	482,611.58	368,752.53	482,611.58	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	117,167.44	117,167.44	61,687.80	117,167.44	0.00	0.0%
PERS		3201-3202	68,571.17	60,593.52	53,033.68	60,593.52	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	34,750.69	34,715.46	25,613.99	34,715.46	0.00	0.0%
Health and Welfare Benefits		3401-3402	136,500.00	130,200.00	64,885.74	130,200.00	0.00	0.0%
Unemployment Insurance		3501-3502	552.85	1,047.94	350.02	1,047.94	0.00	0.0%
Workers' Compensation		3601-3602	27,308.10	27,565.73	17,856.02	27,565.73	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			384,850.25	371,290.09	223,427.25	371,290.09	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	419,800.11	424,938.98	16,669.06	424,938.98	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			419,800.11	424,938.98	16,669.06	424,938.98	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	374.36	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	100,000.00	177,069.00	39,625.00	177,069.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			100,000.00	177,069.00	39,999.36	177,069.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	99,119.00	99,119.00	0.00	99,119.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			99,119.00	99,119.00	0.00	99,119.00	0.00	0.0%
TOTAL, EXPENDITURES			2,148,886.13	2,200,016.00	1,006,038.77	2,200,016.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8911	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
5058	Child Development: Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act - One-time Stipend	84,341.25
5059	Child Development: ARP California State Preschool Program One-time Stipend	.17
6130	Child Development: Center-Based Reserve Account	217,238.12
9010	Other Restricted Local	47,962.16
Total, Restricted Balance		349,541.70

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,975,000.00	2,643,928.28	1,998,966.34	2,643,928.28	0.00	0.0%
3) Other State Revenue		8300-8599	750,000.00	1,513,057.38	1,060,530.58	1,513,057.38	0.00	0.0%
4) Other Local Revenue		8600-8799	20,000.00	20,000.00	22,878.51	20,000.00	0.00	0.0%
5) TOTAL, REVENUES			2,745,000.00	4,176,985.66	3,082,375.43	4,176,985.66		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	5,940.60	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	927,949.60	1,247,949.60	768,694.40	1,247,949.60	0.00	0.0%
3) Employee Benefits		3000-3999	509,001.07	521,001.07	334,197.42	521,001.07	0.00	0.0%
4) Books and Supplies		4000-4999	1,166,324.33	2,117,651.33	873,153.78	2,117,651.33	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	44,791.00	65,465.45	44,791.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	311,023.00	0.00	311,023.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	131,725.00	102,827.00	0.00	102,827.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,735,000.00	4,345,243.00	2,047,451.65	4,345,243.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			10,000.00	(168,257.34)	1,034,923.78	(168,257.34)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			10,000.00	(168,257.34)	1,034,923.78	(168,257.34)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,107,796.90	1,107,796.90		1,107,796.90	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,107,796.90	1,107,796.90		1,107,796.90		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,107,796.90	1,107,796.90		1,107,796.90		
2) Ending Balance, June 30 (E + F1e)			1,117,796.90	939,539.56		939,539.56		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,117,797.32	939,539.56		939,539.56		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(.42)	0.00		0.00		
FEDERAL REVENUE								
Child Nutrition Programs		8220	1,975,000.00	2,643,928.28	1,998,966.34	2,643,928.28	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			1,975,000.00	2,643,928.28	1,998,966.34	2,643,928.28	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	750,000.00	1,513,057.38	1,060,530.58	1,513,057.38	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			750,000.00	1,513,057.38	1,060,530.58	1,513,057.38	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	643.50	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	20,000.00	20,000.00	22,235.01	20,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			20,000.00	20,000.00	22,878.51	20,000.00	0.00	0.0%
TOTAL, REVENUES			2,745,000.00	4,176,985.66	3,082,375.43	4,176,985.66		
CERTIFICATED SALARIES								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	5,940.60	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	5,940.60	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	856,830.33	1,176,830.33	666,691.90	1,176,830.33	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	51,176.64	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	71,119.27	71,119.27	50,825.86	71,119.27	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			927,949.60	1,247,949.60	768,694.40	1,247,949.60	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	1,107.81	0.00	0.00	0.0%
PERS		3201-3202	215,451.70	220,451.70	150,922.64	220,451.70	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	65,415.02	69,415.02	50,904.61	69,415.02	0.00	0.0%
Health and Welfare Benefits		3401-3402	204,750.00	205,750.00	111,178.05	205,750.00	0.00	0.0%
Unemployment Insurance		3501-3502	463.98	1,463.98	386.22	1,463.98	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Workers' Compensation		3601-3602	22,920.37	23,920.37	19,698.09	23,920.37	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			509,001.07	521,001.07	334,197.42	521,001.07	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	166,324.33	276,324.33	83,251.56	276,324.33	0.00	0.0%
Noncapitalized Equipment		4400	0.00	10,000.00	3,934.08	10,000.00	0.00	0.0%
Food		4700	1,000,000.00	1,831,327.00	785,968.14	1,831,327.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,166,324.33	2,117,651.33	873,153.78	2,117,651.33	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	11,184.00	5,882.13	11,184.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	1,638.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	33,607.00	53,191.82	33,607.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	4,753.50	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	44,791.00	65,465.45	44,791.00	0.00	0.0%
CAPITAL OUTLAY								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	311,023.00	0.00	311,023.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	311,023.00	0.00	311,023.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	131,725.00	102,827.00	0.00	102,827.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			131,725.00	102,827.00	0.00	102,827.00	0.00	0.0%
TOTAL, EXPENDITURES			2,735,000.00	4,345,243.00	2,047,451.65	4,345,243.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
From: General Fund		8916	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
5316	Child Nutrition: COVID CARES Act Supplemental Meal Reimbursement	7,834.50
5320	Child Nutrition: Child Care Food Program (CCFP) Claims-Centers and Family Day Care Homes (Meal Reimbursements)	201,797.58
5465	Child Nutrition: SNP COVID-19 Emergency Operational Costs Reimbursement (ECR)	32,476.75
5466	Child Nutrition: Supply Chain Assistance (SCA) Funds	228,521.01
5810	Other Restricted Federal	3,063.00
7027	Child Nutrition: COVID State Supplemental Meal Reimbursement	312,419.73
7033	Child Nutrition: School Food Best Practices Apportionment	141,537.00
9010	Other Restricted Local	11,889.99
Total, Restricted Balance		939,539.56

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	200,000.00	250,000.00	376,286.57	250,000.00	0.00	0.0%
5) TOTAL, REVENUES			200,000.00	250,000.00	376,286.57	250,000.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	27,879.09	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	15,439.66	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	50,000.00	54,106.64	50,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	5,656,300.00	278,856.92	5,656,300.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	5,706,300.00	376,282.31	5,706,300.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			200,000.00	(5,456,300.00)	4.26	(5,456,300.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	44,400,000.00	29,600,000.00	44,400,000.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	44,400,000.00	29,600,000.00	44,400,000.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			200,000.00	38,943,700.00	29,600,004.26	38,943,700.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	16,931,254.27	16,931,254.27		16,931,254.27	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			16,931,254.27	16,931,254.27		16,931,254.27		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			16,931,254.27	16,931,254.27		16,931,254.27		
2) Ending Balance, June 30 (E + F1e)			17,131,254.27	55,874,954.27		55,874,954.27		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	17,131,254.27	55,874,954.27		55,874,954.27		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	200,000.00	250,000.00	376,286.57	250,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			200,000.00	250,000.00	376,286.57	250,000.00	0.00	0.0%
TOTAL, REVENUES			200,000.00	250,000.00	376,286.57	250,000.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	27,879.09	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	27,879.09	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	8,664.10	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	609.65	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	5,441.05	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	13.94	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	710.92	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	15,439.66	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	50,000.00	54,106.64	50,000.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	50,000.00	54,106.64	50,000.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	5,652,200.00	278,856.92	5,652,200.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	4,100.00	0.00	4,100.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	5,656,300.00	278,856.92	5,656,300.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	5,706,300.00	376,282.31	5,706,300.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	44,400,000.00	29,600,000.00	44,400,000.00	0.00	0.0%
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	44,400,000.00	29,600,000.00	44,400,000.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	44,400,000.00	29,600,000.00	44,400,000.00		

Resource	Description	2023-24 Projected Totals
9010	Other Restricted Local	55,874,954.27
Total, Restricted Balance		55,874,954.27

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	55,000.00	55,000.00	136,113.67	55,000.00	0.00	0.0%
5) TOTAL, REVENUES			55,000.00	55,000.00	136,113.67	55,000.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			55,000.00	55,000.00	136,113.67	55,000.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	29,126.00	0.00	29,126.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	(29,126.00)	0.00	(29,126.00)		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			55,000.00	25,874.00	136,113.67	25,874.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,223,045.06	7,223,045.06		7,223,045.06	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,223,045.06	7,223,045.06		7,223,045.06		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,223,045.06	7,223,045.06		7,223,045.06		
2) Ending Balance, June 30 (E + F1e)			7,278,045.06	7,248,919.06		7,248,919.06		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	7,278,045.06	7,248,919.06		7,248,919.06		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
OTHER STATE REVENUE								
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	55,000.00	55,000.00	73,284.55	55,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Mitigation/Developer Fees		8681	0.00	0.00	62,829.12	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			55,000.00	55,000.00	136,113.67	55,000.00	0.00	0.0%
TOTAL, REVENUES			55,000.00	55,000.00	136,113.67	55,000.00		
CERTIFICATED SALARIES								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	29,126.00	0.00	29,126.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	29,126.00	0.00	29,126.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	(29,126.00)	0.00	(29,126.00)		

Resource	Description	2023-24 Projected Totals
9010	Other Restricted Local	7,248,919.06
Total, Restricted Balance		7,248,919.06

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	70,000.00	70,000.00	1,300.22	70,000.00	0.00	0.0%
5) TOTAL, REVENUES			70,000.00	70,000.00	1,300.22	70,000.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			70,000.00	70,000.00	1,300.22	70,000.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			70,000.00	70,000.00	1,300.22	70,000.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	114,711.40	114,711.40		114,711.40	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			114,711.40	114,711.40		114,711.40		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			114,711.40	114,711.40		114,711.40		
2) Ending Balance, June 30 (E + F1e)			184,711.40	184,711.40		184,711.40		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	184,711.40	184,711.40		184,711.40		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
School Facilities Apportionments		8545	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	70,000.00	70,000.00	1,300.22	70,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			70,000.00	70,000.00	1,300.22	70,000.00	0.00	0.0%
TOTAL, REVENUES			70,000.00	70,000.00	1,300.22	70,000.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
To: State School Building Fund/County School Facilities Fund From: All Other Funds		8913	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
7710	State School Facilities Projects	180,796.42
9010	Other Restricted Local	3,914.98
Total, Restricted Balance		184,711.40

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	61,778.88	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	61,778.88	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	61,778.88	0.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	61,778.88	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	6,176,047.68	6,176,047.68		6,176,047.68	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,176,047.68	6,176,047.68		6,176,047.68		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,176,047.68	6,176,047.68		6,176,047.68		
2) Ending Balance, June 30 (E + F1e)			6,176,047.68	6,176,047.68		6,176,047.68		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	6,176,047.68	6,176,047.68		6,176,047.68		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	61,778.88	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	61,778.88	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	61,778.88	0.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund/CSSF		8912	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund/CSSF		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
9010	Other Restricted Local	6,176,047.68
Total, Restricted Balance		6,176,047.68

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,966,992.00	3,966,992.00	2,182,222.06	3,966,992.00	0.00	0.0%
5) TOTAL, REVENUES			3,966,992.00	3,966,992.00	2,182,222.06	3,966,992.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	3,540,000.00	3,540,000.00	3,491,679.16	3,540,000.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,540,000.00	3,540,000.00	3,491,679.16	3,540,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			426,992.00	426,992.00	(1,309,457.10)	426,992.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			426,992.00	426,992.00	(1,309,457.10)	426,992.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	5,074,804.15	5,074,804.15		5,074,804.15	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,074,804.15	5,074,804.15		5,074,804.15		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,074,804.15	5,074,804.15		5,074,804.15		
2) Ending Balance, June 30 (E + F1e)			5,501,796.15	5,501,796.15		5,501,796.15		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	5,501,796.15	5,501,796.15		5,501,796.15		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	3,957,992.00	3,957,992.00	2,163,011.35	3,957,992.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	9,000.00	9,000.00	19,210.71	9,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,966,992.00	3,966,992.00	2,182,222.06	3,966,992.00	0.00	0.0%
TOTAL, REVENUES			3,966,992.00	3,966,992.00	2,182,222.06	3,966,992.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	1,940,000.00	1,940,000.00	1,656,679.16	1,940,000.00	0.00	0.0%
Other Debt Service - Principal		7439	1,600,000.00	1,600,000.00	1,835,000.00	1,600,000.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			3,540,000.00	3,540,000.00	3,491,679.16	3,540,000.00	0.00	0.0%
TOTAL, EXPENDITURES			3,540,000.00	3,540,000.00	3,491,679.16	3,540,000.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
9010	Other Restricted Local	5,501,796.15
Total, Restricted Balance		5,501,796.15

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	4,021.24	4,030.79	3,861.67	4,030.79	0.00	0.0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
4. Total, District Regular ADA (Sum of Lines A1 through A3)	4,021.24	4,030.79	3,861.67	4,030.79	0.00	0.0%
5. District Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	9.84	7.85	7.85	7.85	0.00	0.0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	9.84	7.85	7.85	7.85	0.00	0.0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	4,031.08	4,038.64	3,869.52	4,038.64	0.00	0.0%
7. Adults in Correctional Facilities					0.00	
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.0%
2. District Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.0%
4. Adults in Correctional Facilities					0.00	
5. County Operations Grant ADA					0.00	
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA					0.00	
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.0%
3. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA					0.00	
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.0%
7. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0.0%

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
   (Functions 7200-7700, goals 0000 and 9000) — 3,326,540.90
2. Contracted general administrative positions not paid through payroll
   a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
   b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
   (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) — 58,364,659.08

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) — 5.70%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. — 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals
   (Functions 7200-7600, objects 1000-5999, minus Line B9) — 5,956,349.16
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
   (Function 7700, objects 1000-5999, minus Line B10) — 1,429,651.74

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	20,000.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only)	
(Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	444,844.96
6. Facilities Rents and Leases (portion relating to general administrative offices only)	
(Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	7,850,845.86
9. Carry-Forward Adjustment (Part IV, Line F)	1,610,660.59
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	9,461,506.45
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	71,013,269.21
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	5,657,696.28
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	5,274,404.59
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	905,555.99
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only)	
(Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600,	
resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	32,461.29
10. Centralized Data Processing (portion charged to restricted resources or specific goals only)	
(Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals	
except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices)	
(Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	7,359,452.58
12. Facilities Rents and Leases (all except portion relating to general administrative offices)	
(Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	2,100,897.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	2,100,066.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	94,443,802.94
C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment	
(For information only - not for use when claiming/recovering indirect costs)	
(Line A8 divided by Line B19)	8.31%
D. Preliminary Proposed Indirect Cost Rate	
(For final approved fixed-with-carry-forward rate for use in 2025-26 see www.cde.ca.gov/fg/ac/ic)	
(Line A10 divided by Line B19)	10.02%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.	
Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.	
A. Indirect costs incurred in the current year (Part III, Line A8)	7,850,845.86
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	(280,781.30)
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (6.31%) times Part III, Line B19); zero if negative	1,610,660.59
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (6.31%) times Part III, Line B19) or (the highest rate used to recover costs from any program (6.34%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	1,610,660.59
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	1,610,660.59

Approved indirect cost rate: 6.31%

Highest rate used in any program: 6.34%

Note: In one or more resources, the rate used is greater than the approved rate.

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	2600	14,225,733.62	901,524.00	6.34%
01	3010	2,655,770.00	167,250.00	6.30%
01	4035	417,370.00	26,336.00	6.31%
01	4127	293,591.25	18,525.00	6.31%
01	4203	670,785.63	42,326.00	6.31%
01	6053	438,210.00	27,651.00	6.31%
01	6266	882,918.53	55,712.00	6.31%
01	6547	697,153.00	43,990.00	6.31%
01	6762	2,263,937.00	142,854.00	6.31%
01	7435	3,000,000.00	162,653.00	5.42%
12	6105	1,575,828.00	99,119.00	6.29%
13	5310	1,903,275.00	102,827.00	5.40%

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2024-25 Projection (C)	% Change (Cols. E-C/C) (D)	2025-26 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	57,362,589.00	(2.05%)	56,185,257.00	.99%	56,743,770.00
2. Federal Revenues	8100-8299	100,000.00	0.00%	100,000.00	0.00%	100,000.00
3. Other State Revenues	8300-8599	829,798.00	(1.24%)	819,545.00	(1.23%)	809,446.00
4. Other Local Revenues	8600-8799	767,276.00	0.00%	767,276.00	0.00%	767,276.00
5. Other Financing Sources						
a. Transfers In	8900-8929	1,029,126.00	(97.17%)	29,126.00	0.00%	29,126.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(10,550,998.76)	(2.69%)	(10,267,529.00)	3.00%	(10,575,555.00)
6. Total (Sum lines A1 thru A5c)		49,537,790.24	(3.84%)	47,633,675.00	.50%	47,874,063.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				22,499,555.65		21,952,007.65
b. Step & Column Adjustment				449,991.00		439,040.15
c. Cost-of-Living Adjustment						
d. Other Adjustments				(997,539.00)		203,333.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	22,499,555.65	(2.43%)	21,952,007.65	2.93%	22,594,380.80
2. Classified Salaries						
a. Base Salaries				9,727,731.52		9,248,748.52
b. Step & Column Adjustment				194,555.00		184,975.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				(673,538.00)		(247,901.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	9,727,731.52	(4.92%)	9,248,748.52	(.68%)	9,185,822.52
3. Employee Benefits	3000-3999	10,966,573.58	(.68%)	10,891,994.00	3.64%	11,288,830.00
4. Books and Supplies	4000-4999	991,557.00	(39.01%)	604,745.00	(8.38%)	554,080.00
5. Services and Other Operating Expenditures	5000-5999	6,488,032.00	(9.53%)	5,869,643.00	2.67%	6,026,398.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	271,000.00	0.00%	271,000.00	0.00%	271,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(1,790,767.00)	(32.59%)	(1,207,135.00)	2.70%	(1,239,727.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		49,153,682.75	(3.10%)	47,631,003.17	2.20%	48,680,784.32
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		384,107.49		2,671.83		(806,721.32)
D. FUND BALANCE						
1.Net Beginning Fund Balance(Form 01I, line F1e)		3,522,680.03		3,906,787.52		3,909,459.35
2. Ending Fund Balance (Sum lines C and D1)		3,906,787.52		3,909,459.35		3,102,738.03
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	100,000.00		100,000.00		100,000.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	748,855.00		1,490,055.00		649,239.00
e. Unassigned/Unappropriated						

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2024-25 Projection (C)	% Change (Cols. E-C/C) (D)	2025-26 Projection (E)
1. Reserve for Economic Uncertainties	9789	3,057,931.00		2,319,403.00		2,353,498.00
2. Unassigned/Unappropriated	9790	1.52		1.35		1.03
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		3,906,787.52		3,909,459.35		3,102,738.03
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	3,057,931.00		2,319,403.00		2,353,498.00
c. Unassigned/Unappropriated	9790	1.52		1.35		1.03
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves (Sum lines E1a thru E2c)		3,057,932.52		2,319,404.35		2,353,499.03

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

The reductions are due to the district's 24-25 budget reduction plan. The increases are due to the SYEA TA salary and benefit increases.

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2024-25 Projection (C)	% Change (Cols. E-C/C) (D)	2025-26 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	233,940.00	0.00%	233,940.00	0.00%	233,940.00
2. Federal Revenues	8100-8299	7,237,713.74	(34.25%)	4,759,062.00	0.00%	4,759,062.00
3. Other State Revenues	8300-8599	10,544,862.00	(.06%)	10,538,189.00	(.04%)	10,534,081.00
4. Other Local Revenues	8600-8799	3,402,759.68	0.00%	3,402,760.00	0.00%	3,402,760.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	10,550,998.76	(2.69%)	10,267,529.00	3.00%	10,575,555.00
6. Total (Sum lines A1 thru A5c)		31,970,274.18	(8.66%)	29,201,480.00	1.04%	29,505,398.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				6,589,094.87		6,640,956.87
b. Step & Column Adjustment				131,782.00		132,819.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				(79,920.00)		50,834.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	6,589,094.87	.79%	6,640,956.87	2.77%	6,824,609.87
2. Classified Salaries						
a. Base Salaries				4,434,841.37		3,459,538.37
b. Step & Column Adjustment				88,697.00		69,191.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				(1,064,000.00)		
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	4,434,841.37	(21.99%)	3,459,538.37	2.00%	3,528,729.37
3. Employee Benefits	3000-3999	8,157,402.99	3.46%	8,439,582.00	1.70%	8,583,034.00
4. Books and Supplies	4000-4999	9,794,741.01	(30.95%)	6,762,993.00	0.00%	6,762,993.00
5. Services and Other Operating Expenditures	5000-5999	19,237,696.88	(82.43%)	3,379,877.00	(9.96%)	3,043,302.00
6. Capital Outlay	6000-6999	1,974,720.00	(100.00%)	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	1,588,821.00	(37.09%)	999,474.00	2.70%	1,026,459.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	1,000,000.00	(100.00%)	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		52,777,318.12	(43.76%)	29,682,421.24	.29%	29,769,127.24
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(20,807,043.94)		(480,941.24)		(263,729.24)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		25,252,714.14		4,445,670.20		3,964,728.96
2. Ending Fund Balance (Sum lines C and D1)		4,445,670.20		3,964,728.96		3,700,999.72
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	4,445,670.20		3,964,728.96		3,700,999.72
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2024-25 Projection (C)	% Change (Cols. E-C/C) (D)	2025-26 Projection (E)
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		4,445,670.20		3,964,728.98		3,700,999.72
E. AVAILABLE RESERVES						
1. General Fund)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

The adjustments are due to the reversal of carryover budgets, 24-25 budget reduction plan and SYEA TA -increase in salary and benefits.

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2024-25 Projection (C)	% Change (Cols. E-C/C) (D)	2025-26 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	57,596,529.00	(2.04%)	56,419,197.00	.99%	56,977,710.00
2. Federal Revenues	8100-8299	7,337,713.74	(33.78%)	4,859,062.00	0.00%	4,859,062.00
3. Other State Revenues	8300-8599	11,374,660.00	(.15%)	11,357,734.00	(.13%)	11,343,527.00
4. Other Local Revenues	8600-8799	4,170,035.68	0.00%	4,170,036.00	0.00%	4,170,036.00
5. Other Financing Sources						
a. Transfers In	8900-8929	1,029,126.00	(97.17%)	29,126.00	0.00%	29,126.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		81,508,064.42	(5.73%)	76,835,155.00	.71%	77,379,461.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				29,088,650.52		28,592,964.52
b. Step & Column Adjustment				581,773.00		571,859.15
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(1,077,459.00)		254,167.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	29,088,650.52	(1.70%)	28,592,964.52	2.89%	29,418,990.67
2. Classified Salaries						
a. Base Salaries				14,162,572.89		12,708,286.89
b. Step & Column Adjustment				283,252.00		254,168.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(1,737,538.00)		(247,901.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	14,162,572.89	(10.27%)	12,708,286.89	.05%	12,714,551.89
3. Employee Benefits	3000-3999	19,123,976.57	1.09%	19,331,576.00	2.79%	19,871,864.00
4. Books and Supplies	4000-4999	10,786,298.01	(31.69%)	7,367,738.00	(.69%)	7,317,073.00
5. Services and Other Operating Expenditures	5000-5999	25,725,728.88	(64.05%)	9,249,520.00	(1.94%)	9,069,700.00
6. Capital Outlay	6000-6999	1,974,720.00	(100.00%)	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	271,000.00	0.00%	271,000.00	0.00%	271,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(201,946.00)	2.83%	(207,661.00)	2.70%	(213,268.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	1,000,000.00	(100.00%)	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		101,931,000.87	(24.15%)	77,313,424.41	1.47%	78,449,911.56
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(20,422,936.45)		(478,269.41)		(1,070,450.56)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		28,775,394.17		8,352,457.72		7,874,188.31
2. Ending Fund Balance (Sum lines C and D1)		8,352,457.72		7,874,188.31		6,803,737.75
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	100,000.00		100,000.00		100,000.00
b. Restricted	9740	4,445,670.20		3,964,728.96		3,700,999.72
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	748,855.00		1,490,055.00		649,239.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	3,057,931.00		2,319,403.00		2,353,498.00

Description	Object Codes	Projected Year Totals (Form 01i) (A)	% Change (Cols. C-A/A) (B)	2024-25 Projection (C)	% Change (Cols. E-C/C) (D)	2025-26 Projection (E)
2. Unassigned/Unappropriated	9790	1.52		1.35		1.03
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		8,352,457.72		7,874,188.31		6,803,737.75
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	3,057,931.00		2,319,403.00		2,353,498.00
c. Unassigned/Unappropriated	9790	1.52		1.35		1.03
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		3,057,932.52		2,319,404.35		2,353,499.03
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		3.00%		3.00%		3.00%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499, 6500-6540 and 6546 objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00		0.00		0.00
2. District ADA						
Used to determine the reserve standard percentage level on line F3d						
(Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		3,861.67		3,821.47		3,745.04
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		101,931,000.87		77,313,424.41		78,449,911.56
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		101,931,000.87		77,313,424.41		78,449,911.56
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		3,057,930.03		2,319,402.73		2,353,497.35
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		3,057,930.03		2,319,402.73		2,353,497.35
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's ADA Standard Percentage Range: -2.0% to +2.0%

1A. Calculating the District's ADA Variances

DATA ENTRY: First Interim data that exist will be extracted into the first column, otherwise, enter data for all fiscal years. Second Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 1A)	Second Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2023-24)				
District Regular	4,030.93	4,030.79		
Charter School	0.00	0.00		
Total ADA	**4,030.93**	**4,030.79**	**0.0%**	**Met**
1st Subsequent Year (2024-25)				
District Regular	3,930.72	3,917.12		
Charter School				
Total ADA	**3,930.72**	**3,917.12**	**(.3%)**	**Met**
2nd Subsequent Year (2025-26)				
District Regular	3,870.43	3,844.56		
Charter School				
Total ADA	**3,870.43**	**3,844.56**	**(.7%)**	**Met**

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

2. **CRITERION: Enrollment**

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

2A. Calculating the District's Enrollment Variances

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment First Interim (Form 01CSI, Item 2A)	Enrollment Second Interim CBEDS/Projected	Percent Change	Status
Current Year (2023-24)				
District Regular	4,204.00	4,204.00		
Charter School				
Total Enrollment	**4,204.00**	**4,204.00**	**0.0%**	**Met**
1st Subsequent Year (2024-25)				
District Regular	4,120.00	4,120.00		
Charter School				
Total Enrollment	**4,120.00**	**4,120.00**	**0.0%**	**Met**
2nd Subsequent Year (2025-26)				
District Regular	4,038.00	4,038.00		
Charter School				
Total Enrollment	**4,038.00**	**4,038.00**	**0.0%**	**Met**

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. First Interim data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Form 01CSI, Item 3A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2020-21)			
District Regular	4,203	4,419	
Charter School			
Total ADA/Enrollment	**4,203**	**4,419**	**95.1%**
Second Prior Year (2021-22)			
District Regular	3,844	4,264	
Charter School			
Total ADA/Enrollment	**3,844**	**4,264**	**90.2%**
First Prior Year (2022-23)			
District Regular	3,869	4,260	
Charter School			
Total ADA/Enrollment	**3,869**	**4,260**	**90.8%**
		Historical Average Ratio:	92.0%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	**92.5%**

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2023-24)				
District Regular	3,862	4,204		
Charter School	0			
Total ADA/Enrollment	**3,862**	**4,204**	**91.9%**	**Met**
1st Subsequent Year (2024-25)				
District Regular	3,821	4,120		
Charter School				
Total ADA/Enrollment	**3,821**	**4,120**	**92.7%**	**Not Met**
2nd Subsequent Year (2025-26)				
District Regular	3,745	4,038		
Charter School				
Total ADA/Enrollment	**3,745**	**4,038**	**92.7%**	**Not Met**

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected P-2 ADA to enrollment ratio exceeds the standard in any of the current year or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation:
(required if NOT met)

Most districts statewide are experiencing a significant reduction in ADA % due to the impacts of COVID-19.

4. **CRITERION: LCFF Revenue**

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

4A. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)			
Fiscal Year	First Interim (Form 01CSI, Item 4A)	Second Interim Projected Year Totals	Percent Change	Status
Current Year (2023-24)	57,302,924.00	57,362,589.00	.1%	Met
1st Subsequent Year (2024-25)	56,605,760.00	56,185,257.00	(.7%)	Met
2nd Subsequent Year (2025-26)	57,660,753.00	56,743,770.00	(1.6%)	Met

4B. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - LCFF revenue has not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

5. **CRITERION: Salaries and Benefits**

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
Third Prior Year (2020-21)	33,682,496.10	37,659,157.24	89.4%
Second Prior Year (2021-22)	34,926,169.22	39,890,908.36	87.6%
First Prior Year (2022-23)	42,210,977.60	49,070,257.96	86.0%
		Historical Average Ratio:	87.7%

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3%	3%	3%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	**84.7% to 90.7%**	**84.7% to 90.7%**	**84.7% to 90.7%**

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01I, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 01I, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
Current Year (2023-24)	43,193,860.75	49,153,682.75	87.9%	Met
1st Subsequent Year (2024-25)	42,092,750.17	47,631,003.17	88.4%	Met
2nd Subsequent Year (2025-26)	43,069,033.32	48,680,784.32	88.5%	Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections. Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for the Current Year are extracted. If Second Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 6A)	Second Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2023-24)	7,095,213.74	7,337,713.74	3.4%	No
1st Subsequent Year (2024-25)	3,164,469.00	4,859,062.00	53.6%	Yes
2nd Subsequent Year (2025-26)	3,164,469.00	4,859,062.00	53.6%	Yes
Explanation: (required if Yes)	23-24 budget includes 22-23 carryover budgets, whereas subsequent years do not include carryover budgets.			
Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2023-24)	11,389,262.00	11,374,660.00	-.1%	No
1st Subsequent Year (2024-25)	11,343,324.00	11,357,734.00	.1%	No
2nd Subsequent Year (2025-26)	11,324,838.00	11,343,527.00	.2%	No
Explanation: (required if Yes)				
Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2023-24)	3,502,759.68	4,170,035.68	19.1%	Yes
1st Subsequent Year (2024-25)	3,258,770.00	4,170,036.00	28.0%	Yes
2nd Subsequent Year (2025-26)	3,258,770.00	4,170,036.00	28.0%	Yes
Explanation: (required if Yes)	Budget revised for interest income.			
Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2023-24)	10,465,780.77	10,786,298.01	3.1%	No
1st Subsequent Year (2024-25)	7,283,869.00	7,367,738.00	1.2%	No
2nd Subsequent Year (2025-26)	5,868,468.00	7,317,073.00	24.7%	Yes
Explanation: (required if Yes)	23-24 budget includes 22-23 carryover budgets, whereas subsequent years do not include carryover budgets.			
Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)				
Current Year (2023-24)	26,959,300.88	25,725,728.88	-4.6%	No
1st Subsequent Year (2024-25)	10,928,642.00	9,249,520.00	-15.4%	Yes
2nd Subsequent Year (2025-26)	10,817,158.00	9,069,700.00	-16.2%	Yes
Explanation: (required if Yes)	23-24 budget includes 22-23 carryover budgets, whereas subsequent years do not include carryover budgets.			

6B. Calculating the District's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
Total Federal, Other State, and Other Local Revenue (Section 6A)				
Current Year (2023-24)	21,987,235.42	22,882,409.42	4.1%	Met
1st Subsequent Year (2024-25)	17,766,563.00	20,388,832.00	14.7%	Not Met
2nd Subsequent Year (2025-26)	17,748,077.00	20,372,625.00	14.8%	Not Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)				
Current Year (2023-24)	37,425,081.65	36,512,026.89	-2.4%	Met
1st Subsequent Year (2024-25)	18,212,511.00	16,617,258.00	-8.8%	Not Met
2nd Subsequent Year (2025-26)	16,685,626.00	16,386,773.00	-1.8%	Met

6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

1a. STANDARD NOT MET - One or more projected operating revenue have changed since first interim projections by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Federal Revenue (linked from 6A if NOT met)
23-24 budget includes 22-23 carryover budgets, whereas subsequent years do not include carryover budgets.

Explanation: Other State Revenue (linked from 6A if NOT met)

Explanation: Other Local Revenue (linked from 6A if NOT met)
Budget revised for interest income.

1b. STANDARD NOT MET - One or more total operating expenditures have changed since first interim projections by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Books and Supplies (linked from 6A if NOT met)
23-24 budget includes 22-23 carryover budgets, whereas subsequent years do not include carryover budgets.

Explanation: Services and Other Exps (linked from 6A if NOT met)
23-24 budget includes 22-23 carryover budgets, whereas subsequent years do not include carryover budgets.

7. **CRITERION: Facilities Maintenance**

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Statute exclude the following resource codes from the total general fund expenditures calculation: 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690.

DATA ENTRY: Enter the Required Minimum Contribution if First Interim data does not exist. First Interim data that exist will be extracted; otherwise, enter First Interim data into lines 1, if applicable, and 2. All other data are extracted.

		Required Minimum Contribution	Second Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1.	OMMA/RMA Contribution	3,007,614.00	2,907,614.00	Not Met
2.	First Interim Contribution (information only) (Form 01CSI, First Interim, Criterion 7, Line 1)		2,207,614.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
	Other (explanation must be provided)

Explanation: (required if NOT met and Other is marked)

The second interim contribution is less than the required contribution because the following resource codes have been excluded from the calculation: resource codes 3212-3225 and 7690.

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves[1] as a percentage of total expenditures and other financing uses[2] in any of the current fiscal year or two subsequent fiscal years.

[1]Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2]A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
District's Available Reserve Percentages (Criterion 10C, Line 9)	3.0%	3.0%	3.0%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	1.0%	1.0%	1.0%

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

	Projected Year Totals			
Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01I, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Current Year (2023-24)	384,107.49	49,153,682.75	N/A	Met
1st Subsequent Year (2024-25)	2,671.83	47,631,003.17	N/A	Met
2nd Subsequent Year (2025-26)	(806,721.32)	48,680,784.32	1.7%	Not Met

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budget, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation: (required if NOT met)	The deficit spending is due to the significant decrease in COLA; 24-25 = 0.76% and 25-26= 2.73%. Most districts require a COLA of about 3.5% each fiscal year in order to cover the natural increase in costs from one school year to the next.

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

9A-1. Determining if the District's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 01I, Line F2) (Form MYPI, Line D2)	Status
Current Year (2023-24)	8,352,457.72	Met
1st Subsequent Year (2024-25)	7,874,188.31	Met
2nd Subsequent Year (2025-26)	6,803,737.75	Met

9A-2. Comparison of the District's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2023-24)	14,209,193.00	Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves[1] for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts[2] as applied to total expenditures and other financing uses[3]:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA	
5% or $80,000 (greater of)	0	to 300
4% or $80,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

[1] Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2] Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

[3] A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	3,861.67	3,821.47	3,745.04
District's Reserve Standard Percentage Level:	3%	3%	3%

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members? — No
2. If you are the SELPA AU and are excluding special education pass-through funds:
   a. Enter the name(s) of the SELPA(s):

	Current Year Projected Year Totals (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)	0.00	0.00	0.00

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Expenditures and Other Financing Uses (Form 01I, objects 1000-7999) (Form MYPI, Line B11)	101,931,000.87	77,313,424.41	78,449,911.56
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	101,931,000.87	77,313,424.41	78,449,911.56

4.	Reserve Standard Percentage Level	3%	3%	3%
5.	Reserve Standard - by Percent (Line B3 times Line B4)	3,057,930.03	2,319,402.73	2,353,497.35
6.	Reserve Standard - by Amount ($80,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7.	District's Reserve Standard (Greater of Line B5 or Line B6)	3,057,930.03	2,319,402.73	2,353,497.35

10C. Calculating the District's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	3,057,931.00	2,319,403.00	2,353,498.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	1.52	1.35	1.03
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	0.00	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. District's Available Reserve Amount (Lines C1 thru C7)	3,057,932.52	2,319,404.35	2,353,499.03
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	3.00%	3.00%	3.00%
District's Reserve Standard (Section 10B, Line 7):	**3,057,930.03**	**2,319,402.73**	**2,353,497.35**
Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget? — No

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent? — No

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Temporary Interfund Borrowings

1a. Does your district have projected temporary borrowings between funds? (Refer to Education Code Section 42603) — No

1b. If Yes, identify the interfund borrowings:

S4. Contingent Revenues

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)? — No

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than $20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than $20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0% or -$20,000 to +$20,000

S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, the Second Interim's Current Year data will be extracted. If Form MYPI exists, the data will be extracted into the Second Interim column for the 1st and 2nd Subsequent Years. If Form MYPI does not exist, enter data for 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)					
Current Year (2023-24)	(9,850,998.76)	(10,550,998.76)	7.1%	700,000.00	Not Met
1st Subsequent Year (2024-25)	(9,734,529.00)	(10,267,529.00)	5.5%	533,000.00	Not Met
2nd Subsequent Year (2025-26)	(9,934,529.00)	(10,575,555.00)	6.5%	641,026.00	Not Met
1b. Transfers In, General Fund *					
Current Year (2023-24)	0.00	1,029,126.00	New	1,029,126.00	Not Met
1st Subsequent Year (2024-25)	0.00	29,126.00	New	29,126.00	Not Met
2nd Subsequent Year (2025-26)	0.00	29,126.00	New	29,126.00	Not Met
1c. Transfers Out, General Fund *					
Current Year (2023-24)	0.00	1,000,000.00	New	1,000,000.00	Not Met
1st Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2025-26)	0.00	0.00	0.0%	0.00	Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since first interim projections that may impact the general fund operational budget? No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation: (required if NOT met)
The contribution is due to the increase in the special ed program and the routine restricted maintenance program.

1b. NOT MET - The projected transfers in to the general fund have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation: (required if NOT met)
The transfer-in is from fund 2518 (IDC) and RRMA (8150). RRMA has a beginning balance of $1 million that will need to be transferred back to the general fund.

1c. NOT MET - The projected transfers out of the general fund have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:
(required if NOT met)

RRMA has a beginning balance of $1 million that will need to be transferred back to the general fund.

1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

Project Information:
(required if YES)

S6. Long-term Commitments

Identify all existing and new multiyear commitments[1] and their annual required payment for the current fiscal year and two subsequent fiscal years. Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

[1] Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the District's Long-term Commitments

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?
   (If No, skip items 1b and 2 and sections S6B and S6C) — Yes

   b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections? — No

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For: Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2023-24
Capital Leases				
Certificates of Participation	30	Fund 49	Fund 52	36,822,463
General Obligation Bonds	30	Fund 21	Fund 51	131,766,068
Supp Early Retirement Program	1	Fund 01	Fund 01	242,119
State School Building Loans				
Compensated Absences		Funds 0100, 1200, 1300	Funds 0100, 1200, 1300	440,532
Other Long-term Commitments (do not include OPEB):				
Pension Liability		Fund 0100	Various Funds	52,465,884
2016-17 ADA Overstatement Repayment	4	Fund 0100	Fund 0100	1,081,557
Subscription Liability	4	Fund 0100	Fund 0100	584,659
Lease Payable	2	Fund 0100	Fund 0100	45,534
TOTAL:				223,448,816

Type of Commitment (continued)	Prior Year (2022-23) Annual Payment (P & I)	Current Year (2023-24) Annual Payment (P & I)	1st Subsequent Year (2024-25) Annual Payment (P & I)	2nd Subsequent Year (2025-26) Annual Payment (P & I)
Capital Leases				
Certificates of Participation	3,066,769	3,101,568	3,025,000	2,857,193
General Obligation Bonds	11,387,868	9,650,783	9,416,932	9,872,423
Supp Early Retirement Program	242,119	242,119		
State School Building Loans				
Compensated Absences		440,532		
Other Long-term Commitments (continued):				
Pension Liability				
2016-17 ADA Overstatement Repayment	270,390	270,390	270,390	270,390
Subscription Liability		333,647	295,053	10,296
Lease Payable		40,248	6,222	

Total Annual Payments:	14,947,148	14,079,287	13,013,597	13,010,302
Has total annual payment increased over prior year (2022-23)?		No	No	No

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

Explanation:
(Required if Yes to increase in total annual payments)

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

Explanation:
(Required if Yes)

S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1 a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4): Yes

b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities? No

c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

2 OPEB Liabilities

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. Total OPEB liability	16,544,352.00	16,544,352.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	16,544,352.00	16,544,352.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation.	Jun 30, 2023	Jun 30, 2023

3 OPEB Contributions

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method		
Current Year (2023-24)	653,560.00	653,560.00
1st Subsequent Year (2024-25)	716,562.00	716,562.00
2nd Subsequent Year (2025-26)	907,456.00	907,456.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2023-24)	684,000.00	684,000.00
1st Subsequent Year (2024-25)	716,562.00	716,562.00
2nd Subsequent Year (2025-26)	907,456.00	907,456.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2023-24)	684,000.00	684,000.00
1st Subsequent Year (2024-25)	716,562.00	716,562.00
2nd Subsequent Year (2025-26)	907,456.00	907,456.00
d. Number of retirees receiving OPEB benefits		
Current Year (2023-24)	18	18
1st Subsequent Year (2024-25)	18	18
2nd Subsequent Year (2025-26)	18	18

4. Comments:

S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1 a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4) — No

b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities? — n/a

c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions? — n/a

2 Self-Insurance Liabilities

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Accrued liability for self-insurance programs		0.00
b. Unfunded liability for self-insurance programs		0.00

3 Self-Insurance Contributions

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Required contribution (funding) for self-insurance programs		
Current Year (2023-24)		0.00
1st Subsequent Year (2024-25)		0.00
2nd Subsequent Year (2025-26)		0.00
b. Amount contributed (funded) for self-insurance programs		
Current Year (2023-24)		0.00
1st Subsequent Year (2024-25)		0.00
2nd Subsequent Year (2025-26)		0.00

4 Comments:

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of first interim projections? Yes

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2022-23)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Number of certificated (non-management) full-time-equivalent (FTE) positions	265.0	260.6	230.0	230.0

1a. Have any salary and benefit negotiations been settled since first interim projections? n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled? No

If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement? n/a

If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date: End Date:

5. Salary settlement:

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
One Year Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year			
or			
Multiyear Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
7. Amount included for any tentative salary schedule increases			

Certificated (Non-management) Health and Welfare (H&W) Benefits	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Are costs of H&W benefit changes included in the interim and MYPs?			
2. Total cost of H&W benefits			
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year			

Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Are step & column adjustments included in the interim and MYPs?			
2. Cost of step & column adjustments			
3. Percent change in step & column over prior year			

Certificated (Non-management) Attrition (layoffs and retirements)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Are savings from attrition included in the interim and MYPs?			
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?			

Certificated (Non-management) - Other

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of first interim projections? No

If Yes, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2022-23)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Number of classified (non-management) FTE positions	217.5	221.0	217.0	217.0

1a. Have any salary and benefit negotiations been settled since first interim projections? No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled? Yes

If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim Projections

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement? n/a

If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date: End Date:

5. Salary settlement:

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
One Year Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year			
or			
Multiyear Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits 164,130

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)

7.	Amount included for any tentative salary schedule increases	0	0	0

Classified (Non-management) Health and Welfare (H&W) Benefits

		Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1.	Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	2,247,000	2,247,000	2,247,000
3.	Percent of H&W cost paid by employer			
4.	Percent projected change in H&W cost over prior year	5.0%	5.0%	5.0%

Classified (Non-management) Prior Year Settlements Negotiated Since First Interim

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?		No		
	If Yes, amount of new costs included in the interim and MYPs			
	If Yes, explain the nature of the new costs:			

Classified (Non-management) Step and Column Adjustments

		Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1.	Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2.	Cost of step & column adjustments	234,259	238,944	243,723
3.	Percent change in step & column over prior year	2.0%	2.0%	2.0%

Classified (Non-management) Attrition (layoffs and retirements)

		Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1.	Are savings from attrition included in the interim and MYPs?	Yes	Yes	Yes
2.	Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

Classified (Non-management) - Other

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of first interim projections? No

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2022-23)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Number of management, supervisor, and confidential FTE positions	30.0	24.0	24.0	24.0

1a. Have any salary and benefit negotiations been settled since first interim projections? No

If Yes, complete question 2.

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled? Yes

If Yes, complete questions 3 and 4.

Negotiations Settled Since First Interim Projections

2. Salary settlement:

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	No	No	No
Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits 47,906

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
4. Amount included for any tentative salary schedule increases	0	0	0

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	252,000	252,000	252,000
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year	5.0%	5.0%	5.0%

Management/Supervisor/Confidential Step and Column Adjustments

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	73,320	74,786	76,282
3. Percent change in step and column over prior year	2.0%	2.0%	2.0%

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Are costs of other benefits included in the interim and MYPs?	No	No	No
2. Total cost of other benefits			

3.	Percent change in cost of other benefits over prior year			

S9. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification of Other Funds with Negative Ending Fund Balances

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year? No

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

A1.	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)	No
A2.	Is the system of personnel position control independent from the payroll system?	No
A3.	Is enrollment decreasing in both the prior and current fiscal years?	Yes
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?	No
A5.	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	Yes
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No
A7.	Is the district's financial system independent of the county office system?	No
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)	No
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of School District Second Interim Criteria and Standards Review

SAN YSIDRO ELEMENTARY — 2023-24 CASHFLOW

UPDATE DATE	ACTUALS TO MONTH OF:	LEAID	BUSINESS UNIT	BUSINESS ADVISOR
2/15/2024	JANUARY	68379	03300	N. Schuff

District's authorizing signature

					JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL July - June 30th
				BEGINNING BALANCE:	$ 25,963,819	$ 21,061,731	$ 17,082,150	$ 16,651,941	$ 14,863,017	$ 15,321,453	$ 22,670,453	$ 27,858,040	$ 24,964,439	$ 22,918,921	$ 26,721,795	$ 24,172,471	
				LCFF SOURCES													
1.1	S	8011		LCFF	$ 1,359,107	$ 1,359,107	$ 2,446,393	$ 2,446,393	$ 2,446,393	$ 2,446,393	$ 2,446,393	$ 2,446,394	$ 2,446,394	$ 2,446,394	$ 2,446,394	$ (1,278,604)	$ 23,457,151
1.2	S	8021-8046		Property Taxes	$ 142,573	$ 526,728	$ 178,152	$ 383,066	$ 1,283,725	$ 10,045,676	$ 5,792,353	$ 785,389	$ 785,389	$ 8,080,085	$ 3,612,791	$ (200,356)	$ 31,415,572
1.3	S	8012		EPA	$ -	$ -	$ 207,121	$ 208,826	$ -	$ 207,121	$ -	$ -	$ 207,121	$ -	$ -	$ (24,031)	$ 806,158
1.4	S	8047		RDA Residual Balance & CRD	$ -	$ -	$ -	$ -	$ -	$ -	$ 598,302	$ -	$ -	$ -	$ -	$ 841,854	$ 1,440,156
1.5	S	8096		Charter In Lieu Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1.6	S	8097		Special Education - Prop Tax Transfer	$ -	$ -	$ -	$ -	$ -	$ 35,522	$ -	$ -	$ 58,485	$ -	$ -	$ 139,933	$ 233,940
1.7	A	Multiple		Other Revenue Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		8000-8099		TOTAL LCFF SOURCES	$ 1,501,680	$ 1,885,835	$ 2,831,666	$ 3,038,285	$ 3,730,118	$ 12,734,712	$ 8,837,048	$ 3,231,783	$ 3,497,389	$ 10,526,479	$ 6,059,185	$ (521,204)	$ 57,352,977
				FEDERAL REVENUE													
2.1	A	8110		Impact Aid	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2.2	S	8181&8182		Special Education	$ -	$ -	$ -	$ 20,071	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,071
2.3	S/A	8285	9010 roll-up	Federal Pass Through	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2.4	S	8290	3010&3025	Title I - Fed Cash Mgmt System	$ -	$ -	$ -	$ 173,467	$ -	$ -	$ -	$ -	$ 705,755	$ -	$ -	$ 705,755	$ 1,584,977
2.5	S	8290	4035	Title II - Fed Cash Mgmt System	$ -	$ -	$ -	$ 48,832	$ -	$ -	$ -	$ -	$ 110,927	$ -	$ -	$ 110,927	$ 270,685
2.6	S	8290	4201&4203	Title III - Fed Cash Mgmt System	$ -	$ -	$ -	$ 74,515	$ -	$ -	$ -	$ -	$ 178,278	$ -	$ -	$ 178,278	$ 431,071
2.7	A	Multiple		Other Federal	$ -	$ -	$ 176	$ 242,007	$ -	$ 122,500	$ -	$ 87,331	$ 20,314	$ 51,090	$ 37,879	$ 138,036	$ 699,333
2.8	M	8220&8290	Multiple	Other Federal (One-Time Funding)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -
2.9	M	8290	3212	One-Time Funding ESSER II *(Obligate by 9/30/2023)*	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -
2.11	M	8290	3213&3214	One-Time Funding ESSER III *(Obligate by 9/30/2024)*	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -
2.12	M	8290	3216-3219	One-Time Funding ELO Grant (Obligate by *)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -
		8100-8299		TOTAL FEDERAL REVENUE	$ -	$ -	$ 176	$ 558,892	$ -	$ 122,500	$ -	$ 87,331	$ 1,015,273	$ 51,090	$ 37,879	$ 1,132,996	$ 3,006,137
				OTHER STATE REVENUE													
3.1	S	8311-8319	6500&6510	PA Sp. Ed. (SELPA Administrator & Infant)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3.2	M	8311-8319		PA Recomputations CY & PY	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3.3	S	8550		Mandate Block	$ -	$ -	$ -	$ -	$ 145,589	$ -	$ -	$ -	$ -	$ -	$ -	$ 693	$ 146,282
3.4	S	8560		Lottery	$ -	$ -	$ -	$ 69,097	$ -	$ -	$ 362,295	$ -	$ -	$ 242,553	$ -	$ 242,553	$ 916,497
3.5	S	8590	2600	PA Expanded Learning Opportunities Program (TK/K-6)	$ 346,906	$ 346,906	$ 624,431	$ 624,431	$ 624,431	$ 624,431	$ 624,431	$ 624,431	$ 624,431	$ 624,431	$ 624,431	$ 186,309	$ 6,500,000
3.6	S	8590	6547	PA SpEd Early Intervention Preschool Grant	$ 15,415	$ 15,415	$ 27,746	$ 27,746	$ 27,746	$ 27,746	$ 27,746	$ 27,746	$ 27,746	$ 27,746	$ 27,746	$ (280,544)	$ -
3.7	O	8590	7690	STRS On-Behalf - Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000	$ 3,000,000
3.8	A	Multiple		Other State	$ 15,653	$ 15,653	$ 28,175	$ 71,057	$ 28,175	$ 208,175	$ 28,175	$ -	$ -	$ 92,205	$ -	$ 270,899	$ 758,167
3.9	M	8520&8590	Multiple	Other State (One-Time Funding)	$ -	$ -	$ -	$ -	$ -	$ (1,113,519)	$ -						$ (1,113,519)
		8300-8599		TOTAL OTHER STATE REVENUE	$ 377,974	$ 377,974	$ 680,352	$ 792,331	$ 825,941	$ (253,167)	$ 1,042,647	$ 652,177	$ 652,177	$ 986,935	$ 652,177	$ 3,419,910	$ 10,207,427
				OTHER LOCAL REVENUE													
4.1	S	8792	SPED	PA Special Education - Pass Through	$ 146,509	$ 146,501	$ 263,709	$ 263,709	$ 263,709	$ 263,631	$ 263,709	$ 263,709	$ 263,709	$ 263,709	$ 263,709	$ 167,906	$ 2,834,219
4.2	A	Multiple		Other Local	$ 32,292	$ 19,779	$ 44,061	$ 361,076	$ 35,720	$ 156,905	$ 98,614	$ 16,440	$ 13,299	$ 20,921	$ 190,979	$ 268,043	$ 1,258,128
		8600-8799		TOTAL OTHER LOCAL REVENUE	$ 178,801	$ 166,280	$ 307,770	$ 624,785	$ 299,429	$ 420,536	$ 362,323	$ 280,149	$ 277,008	$ 284,630	$ 454,688	$ 435,949	$ 4,092,347
				OTHER FINANCING SOURCES													
5.1	A	8900-8998		Transfers In & Other Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (0)	$ -	$ -	$ -	$ -	$ (0)
		8900-8998		TOTAL OTHER FINANCING SOURCES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (0)	$ -	$ -	$ -	$ -	$ (0)
		8000-8998		TOTAL REVENUE	$ 2,058,455	$ 2,430,089	$ 3,819,963	$ 5,014,293	$ 4,855,488	$ 13,024,581	$ 10,242,017	$ 4,251,441	$ 5,441,847	$ 11,849,134	$ 7,203,929	$ 4,467,650	$ 74,658,889
				SALARIES & BENEFITS													
6.1	A	1000-1999		Certificated	$ 2,137,615	$ 2,254,084	$ 2,368,486	$ 2,533,415	$ 2,679,583	$ 2,507,891	$ 2,388,592	$ 2,277,291	$ 2,371,612	$ 2,796,321	$ 2,688,218	$ 2,996,508	$ 29,999,617
6.2	A	2000-2999		Classified	$ 1,013,037	$ 1,008,640	$ 1,042,666	$ 1,213,064	$ 2,358,088	$ 1,117,444	$ 1,013,056	$ 1,107,593	$ 1,116,418	$ 1,097,413	$ 1,163,774	$ 1,475,654	$ 14,726,847
6.3	A	3000-3999		Benefits	$ 1,190,148	$ 1,270,071	$ 1,346,564	$ 1,376,018	$ 1,740,852	$ 1,396,076	$ 1,330,769	$ 1,303,173	$ 1,334,600	$ 1,418,855	$ 1,367,767	$ 1,394,584	$ 16,469,478
6.4	O	3101-3112	7690	STRS On-Behalf - Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000	$ 3,000,000
6.5	M	1000-3999		Salaries & Benefits (One-Time Funding)	$ -	$ -	$ -	$ -	$ -	$ -	$ -						$ -
		1000-3999		TOTAL SALARIES & BENEFITS	$ 4,340,800	$ 4,532,795	$ 4,757,717	$ 5,122,498	$ 6,778,523	$ 5,021,411	$ 4,732,416	$ 4,688,057	$ 4,822,629	$ 5,312,589	$ 5,219,759	$ 8,866,747	$ 64,195,941
				OTHER EXPENDITURES													
7.1	A	4000-4999		Supplies	$ 74,291	$ 773,378	$ 399,425	$ 304,321	$ 135,859	$ 113,185	$ 201,000	$ 574,672	$ 732,251	$ 1,005,207	$ 1,198,323	$ 2,474,818	$ 7,986,729
7.2	A	5500-5599		Utilities	$ 33,756	$ 126,719	$ 228,046	$ 184,561	$ 142,010	$ 162,662	$ 194,364	$ 121,350	$ 117,506	$ 85,476	$ 150,864	$ 178,144	$ 1,725,456
7.3	A	5000-5999		Other Services (Excl. Utilities)	$ 2,153,865	$ 480,702	$ 1,042,890	$ 981,271	$ 1,047,717	$ 690,534	$ 1,449,914	$ 1,757,325	$ 1,791,525	$ 1,606,650	$ 2,660,651	$ 2,186,006	$ 17,849,050
7.4	A	6000-6999		Capital	$ -	$ 176,434	$ -	$ 37,004	$ 6,930	$ 5,204	$ 12,173	$ 2,977	$ 22,628	$ 35,511	$ 522,829	$ 254,022	$ 1,075,711
7.5	O	7200-7299		Pass Through Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7.6	A	7000-7998		Transfers Out, Other Uses & Outgo	$ 5,730	$ 5,730	$ 10,314	$ 10,314	$ 10,314	$ 10,314	$ 10,314	$ 661	$ 827	$ 827	$ 827	$ 291	$ 66,462
7.7	M	4000-7998		Other Expenditures (One-Time Funding)	$ -	$ -	$ -	$ -	$ -	$ -	$ -						$ -
		4000-7998		TOTAL OTHER EXPENDITURES	$ 2,267,641	$ 1,562,963	$ 1,680,676	$ 1,517,471	$ 1,342,829	$ 981,898	$ 1,867,764	$ 2,456,984	$ 2,664,737	$ 2,733,671	$ 4,533,494	$ 5,093,281	$ 28,703,409
		1000-7998		TOTAL EXPENDITURES	$ 6,608,442	$ 6,095,758	$ 6,438,392	$ 6,639,969	$ 8,121,352	$ 6,003,309	$ 6,600,180	$ 7,145,041	$ 7,487,366	$ 8,046,260	$ 9,753,253	$ 13,960,028	$ 92,899,350
				ASSETS	*Beginning Bal*												*Ending Balance*
8.1	NP	9111-9199		Other Cash Equivalents	$ 595,319	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 595,319
8.2	NP	9200-9299		Receivables	$ (8,119,032)	$ -	$ -	$ 4,783	$ 3,188,142	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (4,926,107)
8.3	NP	9300-9319		Temporary Loans / Due From	$ (1,908,167)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,908,167)
8.4	NP	9320-9499		Other Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		9111-9499		TOTAL ASSETS (excluding cash 9110)	$ (9,431,879)	$ -	$ -	$ 4,783	$ 3,188,142	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (6,238,954)
				CURRENT LIABILITIES	*Beginning Bal*												*Ending Balance*

SAN YSIDRO ELEMENTARY — 2023-24 CASHFLOW

UPDATE DATE	ACTUALS TO MONTH OF:	LEAID	BUSINESS UNIT	BUSINESS ADVISOR
2/15/2024	JANUARY	68379	03300	N. Schuff

District's authorizing signature

					JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL July - June 30th
				BEGINNING BALANCE:	$ 25,963,819	$ 21,061,731	$ 17,082,150	$ 16,651,941	$ 14,863,017	$ 15,321,453	$ 22,670,453	$ 27,858,040	$ 24,964,439	$ 22,918,921	$ 26,721,795	$ 24,172,471	
9.1	NP	9500-9599	Payables	$ 3,495,597	$ (678,219)	$ (143,462)	$ 274,925	$ (279,620)	$ 505,890	$ (408,117)	$ 317,502	$ -	$ -	$ -	$ -	$ -	$ 3,084,496
9.2	NP	9650-9659	Unearned Revenue	$ 2,653,807	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,653,807
		9500-9659	TOTAL CURRENT LIABILITIES	$ 6,149,404	$ (678,219)	$ (143,462)	$ 274,925	$ (279,620)	$ 505,890	$ (408,117)	$ 317,502	$ -	$ -	$ -	$ -	$ -	$ 5,738,303
			OTHER ACTIVITY	*Beginning Bal*													*Ending Balance*
10.1	NP	9793	Audit Adjustments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.2	NP	9795	Other Restatements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.3	NP	7999	Expense Suspense		$ (141,488)	$ (408,762)	$ (229,322)	$ 230,412	$ (253,057)	$ 44,704	$ (66,229)	$ -	$ -	$ -	$ -	$ -	$ (823,743)
10.4	NP	8999	Revenue Suspense		$ 485,508	$ 128,081	$ 2,040,746	$ (3,429,910)	$ 3,072,040	$ 880,320	$ 1,230,197	$ -	$ -	$ -	$ -	$ -	$ 4,406,983
10.5	NP	9910	Payroll Suspense		$ (17,904)	$ 110,232	$ 97,087	$ 127,729	$ 399,427	$ (189,180)	$ 64,280	$ -	$ -	$ -	$ -	$ -	$ 591,671
10.6	NP	Multiple	Treasury Reconciling Items														$ -
		9111-9499	TOTAL OTHER ACTIVITY		$ 326,117	$ (170,450)	$ 1,908,511	$ (3,071,769)	$ 3,218,410	$ 735,844	$ 1,228,247	$ -	$ -	$ -	$ -	$ -	$ 4,174,911
			ENDING BALANCE SUBTOTAL Prior to Borrowing		$ 20,590,830	$ 16,611,250	$ 16,181,040	$ 14,392,117	$ 14,850,553	$ 22,199,552	$ 27,387,139	$ 24,493,539	$ 22,448,020	$ 26,250,895	$ 23,701,570	$ 14,209,193	$ 10,926,718
			BORROWING ACTIVITY	*Beginning Bal*													*Ending Balance*
11.1	M	9640	TRAN / TTF Principal Amounts		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.2	M	8660	TRAN / TTF Premium		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.3	M	5800	TRAN / TTF Issuance Cost & Interest		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.4	M	9135&9640	TRAN / TTF Repayment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.5	M	9600-9619	Temporary Loans / Due To	$ 470,900	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (470,900)	$ -
11.6	M	9629-9649	Other Liabilities (Excluding TRANs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			TOTAL BORROWING ACTIVITY	$ 470,900	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (470,900)	$ -
			TOTAL BEGINNING BALANCES (Excluding 9110) Prior Year Transactions	$ (2,811,575)													$ (2,811,575)
			ENDING CASH BALANCE	9110	$ 21,061,731	$ 17,082,150	$ 16,651,941	$ 14,863,017	$ 15,321,453	$ 22,670,453	$ 27,858,040	$ 24,964,439	$ 22,918,921	$ 26,721,795	$ 24,172,471	$ 14,209,193	$ 14,209,193

SAN YSIDRO ELEMENTARY — 2024-25 CASHFLOW

UPDATE DATE	ACTUALS END BAL TO MONTH OF:	LEA ID	BUSINESS UNIT	BUSINESS ADVISOR
2/15/2024	JANUARY 2023-24	68379	03300	N. Schuff

District's authorizing signature

					JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL July - June 30th
										NEGATIVE END BAL - see detail below							
CHART II				BEGINNING BALANCE:	$ 14,209,193	$ 7,411,284	$ 1,875,289	$ 681,595	$ (1,888,997)	$ (2,887,854)	$ 6,109,891	$ 10,363,808	$ 8,639,428	$ 7,160,819	$ 12,139,708	$ 12,036,896	
				LCFF SOURCES													
1.1	S	8011		LCFF	$ 1,115,128	$ 1,115,128	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 2,007,230	$ 22,302,552
1.2	S	8021-8046		Property Taxes	$ 110,026	$ 625,576	$ 97,452	$ 433,816	$ 1,229,147	$ 10,084,660	$ 4,797,130	$ 785,899	$ 785,899	$ 8,085,332	$ 3,615,137	$ 785,899	$ 31,435,973
1.3	S	8012		EPA	$ -	$ -	$ 195,856	$ -	$ -	$ 195,856	$ -	$ -	$ 195,856	$ -	$ -	$ 195,856	$ 783,425
1.4	S	8047		RDA Residual Balance & CRD	$ -	$ -	$ -	$ -	$ -	$ -	$ 831,653	$ -	$ -	$ -	$ -	$ 831,653	$ 1,663,307
1.5	S	8096		Charter In Lieu Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1.6	S	8097		Special Education - Prop Tax Transfer	$ -	$ -	$ -	$ -	$ 58,485	$ -	$ -	$ -	$ 58,485	$ -	$ -	$ 116,970	$ 233,940
1.7	A	Multiple		Other Revenue Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		8000-8099		TOTAL LCFF SOURCES	$ 1,225,154	$ 1,740,703	$ 2,300,537	$ 2,441,046	$ 3,294,861	$ 12,287,746	$ 7,636,013	$ 2,793,129	$ 3,047,470	$ 10,092,562	$ 5,622,367	$ 3,937,609	$ 56,419,197
				FEDERAL REVENUE													
2.1	A	8110		Impact Aid	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2.2	S	8181&8182		Special Education	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2.3	S/A	8285	9010 roll-up	Federal Pass Through	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2.4	S	8290	3010&3025	Title I - Fed Cash Mgmt System	$ -	$ -	$ 314,767	$ -	$ -	$ 314,767	$ -	$ -	$ 314,767	$ -	$ -	$ 314,767	$ 1,259,068
2.5	S	8290	4035	Title II - Fed Cash Mgmt System	$ -	$ -	$ 49,473	$ -	$ -	$ 49,473	$ -	$ -	$ 49,473	$ -	$ -	$ 49,473	$ 197,893
2.6	S	8290	4201&4203	Title III - Fed Cash Mgmt System	$ -	$ -	$ 79,512	$ -	$ -	$ 79,512	$ -	$ -	$ 79,512	$ -	$ -	$ 79,512	$ 318,048
2.7	A	Multiple		Other Federal	$ -	$ -	$ -	$ 564,688	$ 152,835	$ -	$ 888,307	$ 262,657	$ 61,095	$ 153,659	$ 113,926	$ 415,158	$ 2,612,325
2.8	M	8220&8290	Multiple	Other Federal (One-Time Funding)	$ -	$ -		$ -	$ -		$ -	$ -		$ -	$ -		$ -
2.9	M	8290	3212	One-Time Funding ESSER II (*Obligate by 9/30/2023*)	$ -	$ -		$ -	$ -		$ -	$ -		$ -	$ -		$ -
2.11	M	8290	3213&3214	One-Time Funding ESSER III (*Obligate by 9/30/2024*)	$ -	$ -		$ -	$ -		$ -	$ -		$ -	$ -		$ -
2.12	M	8290	3216-3219	One-Time Funding ELO Grant (Obligate by *)	$ -	$ -		$ -	$ -		$ -	$ -		$ -	$ -		$ -
		8100-8299		TOTAL FEDERAL REVENUE	$ -	$ -	$ 443,753	$ 564,688	$ 152,835	$ 443,753	$ 888,307	$ 262,657	$ 504,848	$ 153,659	$ 113,926	$ 858,911	$ 4,387,335
				OTHER STATE REVENUE													
3.1	S	8311-8319	6500&6510	PA Sp. Ed. (SELPA Administrator & Infant)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3.2	M	8311-8319		PA Recomputations CY & PY	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3.3	S	8550		Mandate Block	$ -	$ -	$ -	$ -	$ 145,692	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 145,692
3.4	S	8560		Lottery	$ -	$ -	$ -	$ -	$ -	$ -	$ 241,574	$ -	$ -	$ 241,574	$ -	$ 241,574	$ 724,723
3.5	S	8590	2600	PA Expanded Learning Opportunities Program (TK/K-6)	$ 323,689	$ 323,689	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 582,640	$ 6,473,783
3.6	S	8590	6547	PA SpEd Early Intervention Preschool Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3.7	O	8590	7690	STRS On-Behalf - Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,987,900	$ 2,987,900
3.8	A	Multiple		Other State	$ -	$ -	$ -	$ 42,323	$ -	$ -	$ 345,856	$ -	$ -	$ 95,354	$ -	$ 300,528	$ 784,061
3.9	M	8520&8590	Multiple	Other State (One-Time Funding)													$ -
		8300-8599		TOTAL OTHER STATE REVENUE	$ 323,689	$ 323,689	$ 582,640	$ 624,963	$ 728,332	$ 582,640	$ 1,170,071	$ 582,640	$ 582,640	$ 919,569	$ 582,640	$ 4,112,643	$ 11,116,158
				OTHER LOCAL REVENUE													
4.1	S	8792	SPED	PA Special Education - Pass Through	$ 131,840	$ 131,840	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 237,312	$ 2,636,797
4.2	A	Multiple		Other Local	$ 1,862	$ 2,398	$ -	$ 181,715	$ 125,518	$ 8,955	$ 185,893	$ 18,870	$ 15,264	$ 24,013	$ 219,204	$ 307,657	$ 1,091,350
		8600-8799		TOTAL OTHER LOCAL REVENUE	$ 133,702	$ 134,238	$ 237,312	$ 419,027	$ 362,830	$ 246,267	$ 423,205	$ 256,182	$ 252,576	$ 261,325	$ 456,516	$ 544,969	$ 3,728,148
				OTHER FINANCING SOURCES													
5.1	A	8900-8998		Transfers In & Other Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		8900-8998		TOTAL OTHER FINANCING SOURCES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		8000-8998		TOTAL REVENUE	$ 1,682,545	$ 2,198,631	$ 3,564,242	$ 4,049,724	$ 4,538,858	$ 13,560,406	$ 10,117,596	$ 3,894,608	$ 4,387,535	$ 11,427,115	$ 6,775,448	$ 9,454,131	$ 75,650,839
				SALARIES & BENEFITS													
6.1	A	1000-1999		Certificated	$ 1,975,869	$ 2,092,477	$ 2,230,259	$ 2,347,072	$ 2,249,190	$ 2,214,518	$ 2,318,338	$ 2,238,485	$ 2,331,198	$ 2,748,671	$ 2,642,409	$ 2,945,446	$ 28,333,933
6.2	A	2000-2999		Classified	$ 1,006,897	$ 1,014,706	$ 1,026,812	$ 1,182,764	$ 1,029,057	$ 983,812	$ 1,036,982	$ 993,859	$ 1,001,779	$ 984,725	$ 1,044,272	$ 1,324,127	$ 12,629,790
6.3	A	3000-3999		Benefits	$ 1,241,997	$ 1,287,377	$ 1,304,662	$ 1,400,195	$ 1,310,320	$ 1,317,535	$ 1,410,115	$ 1,319,952	$ 1,351,783	$ 1,437,123	$ 1,385,378	$ 1,412,540	$ 16,178,976
6.4	O	3101-3112	7690	STRS On-Behalf - Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000	$ 3,000,000
6.5	M	1000-3999		Salaries & Benefits (One-Time Funding)													$ -
		1000-3999		TOTAL SALARIES & BENEFITS	$ 4,224,763	$ 4,394,560	$ 4,561,733	$ 4,930,031	$ 4,588,567	$ 4,515,865	$ 4,765,434	$ 4,552,296	$ 4,684,759	$ 5,170,518	$ 5,072,058	$ 8,682,113	$ 60,142,699
				OTHER EXPENDITURES													
7.1	A	4000-4999		Supplies	$ 106,367	$ 486,617	$ 846,757	$ 797,184	$ 440,374	$ 309,055	$ 243,131	$ 392,538	$ 500,174	$ 686,621	$ 818,532	$ 1,690,460	$ 7,317,813
7.2	A	5500-5599		Utilities	$ -	$ 80,346	$ 163,907	$ 254,446	$ 115,054	$ 91,129	$ 193,648	$ 121,350	$ 117,506	$ 85,476	$ 150,864	$ 178,144	$ 1,551,868
7.3	A	5000-5999		Other Services (Excl. Utilities)	$ 1,149,115	$ 372,894	$ 354,718	$ 631,620	$ 393,891	$ 659,858	$ 660,324	$ 552,198	$ 562,945	$ 504,852	$ 836,047	$ 686,901	$ 7,365,363
7.4	A	6000-6999		Capital	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7.5	O	7200-7299		Pass Through Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7.6	A	7000-7998		Transfers Out, Other Uses & Outgo	$ 208	$ 208	$ 998	$ 7,036	$ (171)	$ 323	$ 1,142	$ 606	$ 759	$ 759	$ 759	$ 267	$ 12,892
7.7	M	4000-7998		Other Expenditures (One-Time Funding)													$ -
		4000-7998		TOTAL OTHER EXPENDITURES	$ 1,255,690	$ 940,066	$ 1,366,380	$ 1,690,286	$ 949,148	$ 1,060,366	$ 1,098,245	$ 1,066,692	$ 1,181,384	$ 1,277,708	$ 1,806,202	$ 2,555,772	$ 16,247,937
		1000-7998		TOTAL EXPENDITURES	$ 5,480,453	$ 5,334,626	$ 5,928,113	$ 6,620,316	$ 5,537,715	$ 5,576,231	$ 5,863,679	$ 5,618,988	$ 5,866,143	$ 6,448,226	$ 6,878,260	$ 11,237,884	$ 76,390,635

SAN YSIDRO ELEMENTARY — 2024-25 CASHFLOW

UPDATE DATE	ACTUALS END BAL TO MONTH OF:	LEA ID	BUSINESS UNIT	BUSINESS ADVISOR
2/15/2024	JANUARY 2023-24	68379	03300	N. Schuff

District's authorizing signature

		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL July - June 30th
						NEGATIVE END BAL - see detail below								
CHART	BEGINNING BALANCE:	$ 14,209,193	$ 7,411,284	$ 1,875,289	$ 681,595	$ (1,888,997)	$ (2,887,854)	$ 6,109,891	$ 10,363,808	$ 8,639,428	$ 7,160,819	$ 12,139,708	$ 12,036,896	

		ASSETS			*Beginning Bal*														*Ending Balance*
8.1	NP	9111-9199		Other Cash Equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8.2	NP	9200-9299		Receivables	$ (2,783,747)	$ 0	$ -	$ 1,770,176	$ -	$ -	$ 1,013,571	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8.3	NP	9300-9319		Temporary Loans / Due From	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8.4	NP	9320-9499		Other Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		9111-9499		**TOTAL ASSETS (excluding cash 9110)**	**$ (2,783,747)**	**$ 0**	**$ -**	**$ 1,770,176**	**$ -**	**$ -**	**$ 1,013,571**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		CURRENT LIABILITIES			*Beginning Bal*														*Ending Balance*
9.1	NP	9500-9599		Payables	$ 6,000,000	$ (3,000,000)	$ (2,400,000)	$ (600,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9.2	NP	9650-9659		Unearned Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		9500-9659		**TOTAL CURRENT LIABILITIES**	**$ 6,000,000**	**$ (3,000,000)**	**$ (2,400,000)**	**$ (600,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		OTHER ACTIVITY			*Beginning Bal*														*Ending Balance*
10.1	NP	9793		Audit Adjustments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.2	NP	9795		Other Restatements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.3	NP	7999		Expense Suspense		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.4	NP	8999		Revenue Suspense		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.5	NP	9910		Payroll Suspense		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10.6	NP	Multiple		Treasury Reconciling Items															$ -
		9111-9499		**TOTAL OTHER ACTIVITY**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
				ENDING BALANCE SUBTOTAL Prior to Borrowing		**$ 7,411,284**	**$ 1,875,289**	**$ 681,595**	**$ (1,888,997)**	**$ (2,887,854)**	**$ 6,109,891**	**$ 10,363,808**	**$ 8,639,428**	**$ 7,160,819**	**$ 12,139,708**	**$ 12,036,896**	**$ 10,253,143**	**$ 13,469,396**
		BORROWING ACTIVITY			*Beginning Bal*														*Ending Balance*
11.1	M	9640		TRAN / TTF Principal Amounts		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.2	M	8660		TRAN / TTF Premium		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.3	M	5800		TRAN / TTF Issuance Cost & Interest		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.4	M	9135&9640		TRAN / TTF Repayment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.5	M	9600-9619		Temporary Loans / Due To	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11.6	M	9629-9649		Other Liabilities (Excluding TRANs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
				TOTAL BORROWING ACTIVITY	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
				TOTAL BEGINNING BALANCES (Excluding 9110) Prior Year Transactions	**$ 3,216,253**														**$ 3,216,253**
				ENDING CASH BALANCE	**9110**	**$ 7,411,284**	**$ 1,875,289**	**$ 681,595**	**$ (1,888,997)**	**$ (2,887,854)**	**$ 6,109,891**	**$ 10,363,808**	**$ 8,639,428**	**$ 7,160,819**	**$ 12,139,708**	**$ 12,036,896**	**$ 10,253,143**	**$ 10,253,143**

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: AB1200 AND COLLECTIVE BARGAINING TENTATIVE AGREEMENT WITH THE SAN YSIDRO EDUCATION ASSOCIATION

BACKGROUND INFORMATION:
A Tentative Agreement was reached between the District and the San Ysidro Education Association (SYEA) in reference to various Bargaining Agreement Articles:

- Article 9 – Class Size
- Article 12 – Transfer and Reassignment
- Article 13 – Safety Conditions
- Article 15 – Observation/Evaluation Procedures
- Article 18 – Compensation and Fringe Benefits:
  - Effective January 1, 2024
    - 5% certificated salary schedule increase.
    - Fringe Benefits – the health and welfare benefits will be increased from an annualized capped amount of $10,500 to $11,500.
  - Effective January 1, 2025 – 2% certificated salary schedule increase.

The Tentative Agreement is for the period of July 1, 2023 through June 30, 2025.

RECOMMENDATION:
Approve/Ratify the submittal of AB1200 to the San Diego County Office of Education in reference to Article 18 – Compensation and Fringe Benefits to provide a certificated salary schedule and health & welfare benefits increase and approval of the Collective Bargaining Tentative Agreement with San Ysidro Education Association (SYEA).

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ Renewal ☒ New ☐ Amendment ☒ Ratify ☐ Other

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	
2023-2024		
$1,135,315.00 (Amount)	General & Child Development Funds (Name of funding source and/or location)	

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	SAN YSIDRO SCHOOL DISTRICT
Name of Bargaining Unit:	SAN YSIDRO EDUCATION ASSOCIATION
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2023 (date) and ending: June 30, 2025 (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	2023-24	2024-25	2025-26
% Increase	5.00%	2.00%	0.00%

The Governing Board will act upon this agreement on: March 5, 2024 (date)

Budget Revisions to be adopted by: (no later than 45 days after approval) April 19, 2024 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation Fund 01- General Fund		Annual Cost Prior to Proposed Settlement 23-24 Adopted Budget	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and overlapping agreements) Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
1.	**Salary Schedule** On-Schedule increase	$ 24,206,362	$ 591,724.81 2.44%	$ 975,631.79 3.93%	$ 1,971,172.37 7.65%
2.	**Step & Column** Increase or decrease in the cost of step & column as a result of the settlement		101,300.00	101,300.00	101,300.00
3.	**Other Compensation** Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc.		$ 14,350.00	$ 14,350.00	$ 14,350.00
4.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 5,712,701.36	$ 166,940 2.92%	$ 257,543 4.38%	$ 492,490 8.02%
5.	**Health/Welfare Plans**	$ 2,740,500	261,000.00 9.52%	261,000.00 8.70%	261,000.00 8.00%
6.	**Total Bargaining Unit Compensation** Add Items 1 through 5 to equal 6	$ 32,659,563	$ 1,135,315 3.48%	$ 1,609,824 4.76%	$ 2,840,312 8.02%
7.	**Total Number of Bargaining Unit Employees/FTE**	260.60			
8.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 125,324	$ 4,357 3.48%	$ 6,177 4.76%	$ 10,899 8.02%

Will this agreement trigger a "Me Too" agreement with another bargaining unit? **Yes**

Impact on Other Funds

Will this agreement have an impact on any other funds?		Annual Cost Prior to Proposed Settlement 23-24 Adopted Budget	Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
No	Adult Education Fund				
Yes	Child Development Fund	434,765	13,434	19,077	11,510
Yes	Cafeteria Fund				
No	Other Enterprise Fund				
No	Other Fund				

*Note: Cost of this settlement agreement is included in the 23-24 Adopted Budget.

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.

Subject to ratification by the San Ysidro Education Association and approval by the San Ysidro School District Board of Trustees, the parties have tentatively agreed to a new Collective Bargaining Agreement, which is set forth in the attached redline versions. If an agreement is reached with any other Bargaining Unit that exceeds the compensation package provided for in this agreement, the District shall provide an equivalent compensation percentage to SYEA.
In addition, the parties agree to the following: A. Effective July 1, 2023 the salary schedule shall be restructured so that there are 22 Steps. Steps 1-21 shall remain in their current structure. The newly proposed Step 22 shall be the current Step 25. The restructuring shall also apply to Permit Teachers. B. Effective July 1, 2024 there shall be an Itinerant Salary Schedule that is equivalent to 8% greater than the current Itinerant Salary Schedule.
C. The following stipend increases and new stipends will be added to Appendix E effective July 1, 2023.
1. Associated Student Body increased by $500 to a total of $2000; 2. Spelling Bee Coordinator increased by $100 to a total of $500; 3. 6th Grade Camp stipend will increase to $150 per day.; 4. 6th Grade Camp Lead to receive a total of $500, in addition to receiving the 6th Grade Camp stipend in D. D. That 1% of the salary increase in this agreement will come from the Learning Recovery Emergency Block Grant for the purpose of focusing on student achievement and learning recovery through the implementation of the instructional design which provides differentiated instruction within small groups along with assessment; and implementation of the District's social and emotional curriculum.

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

Effective July 1, 2023 the salary schedule shall be restructured so that there are 22 Steps. Steps 1-21 shall remain in their current structure. The newly proposed Step 22 shall be the current Step 25. The restructuring shall also apply to Permit Teachers. B. Effective July 1, 2024 there shall be an Itinerant Salary Schedule that is equivalent to 8% greater than the current Itinerant Salary Schedule.

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

There were no changes in non-compensation items such as class size adjustments, staff development days, etc.

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.)

1% of the salary increase in this agreement will come from the Learning Recovery Emergency Block Grant for the purpose of focusing on student achievement and learning recovery through the implementation of the instructional design which provides differentiated instruction within small groups along with assessment; and implementation of the District's social and emotional curriculum. (already implemented)

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

2023-24	2024-25	2025-26
$ 3,000,000.00	$ 4,300,000.00	TBD

SAN YSIDRO SCHOOL DISTRICT
SAN YSIDRO EDUCATION ASSOCIATION

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

If an agreement is reached with any other Bargaining Unit that exceeds the compensation package provided for in this agreement, the District shall provide an equivalent compensation percentage to SYEA.

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

No major revisions were made to other provisions within the agreement.

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund, Child Development Fund, and 1% Learning Recovery Emergency Block Grant

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

The ongoing costs will be funded by the general fund, the child development fund and 1% from the Learning Recovery Emergency Block Grant.

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.)

The ongoing costs will be funded by the general fund, the child development fund and 1% from the Learning Recovery Emergency Block Grant.

SAN YSIDRO SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: SAN YSIDRO EDUCATION ASSOCIATION

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of First Interim)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 57,302,924			$ 57,302,924
Federal Revenue	8100-8299	$ 100,000		$ -	$ 100,000
Other State Revenue	8300-8599	$ 835,950			$ 835,950
Other Local Revenue	8600-8799	$ 100,000		$ -	$ 100,000
TOTAL REVENUES		$ 58,338,874		$ -	$ 58,338,874
EXPENDITURES					
Certificated Salaries	1000-1999	$ 22,717,726	$ 579,021		$ 23,296,747
Classified Salaries	2000-2999	$ 8,214,218			$ 8,214,218
Employee Benefits	3000-3999	$ 10,552,568	$ 397,649		$ 10,950,217
Books and Supplies	4000-4999	$ 991,557		$ -	$ 991,557
Services and Other Operating Expenditures	5000-5999	$ 5,913,032		$ -	$ 5,913,032
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 271,000			$ 271,000
Transfers of Indirect Costs	7300-7399	$ (2,019,229)		$ -	$ (2,019,229)
TOTAL EXPENDITURES		$ 46,640,872	$ 976,669	$ -	$ 47,617,541
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699		$ -		$ -
Contributions	8980-8999	$ (9,850,999)	$ -	$ -	$ (9,850,999)
OPERATING SURPLUS (DEFICIT)*		$ 1,847,003	$ (976,669)	$ -	$ 870,334
BEGINNING FUND BALANCE	9791	$ 3,522,680			$ 3,522,680
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 5,369,683	$ (976,669)	$ -	$ 4,393,014
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,000	$ -	$ -	$ 100,000
Restricted	9740				
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780	$ 2,232,769	$ (976,669)	$ -	$ 1,256,100
Reserve for Economic Uncertainties	9789	$ 3,036,914		$ -	$ 3,036,914
Unassigned/Unappropriated Amount	9790	$ 0	$ -	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SAN YSIDRO SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: SAN YSIDRO EDUCATION ASSOCIATION

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of First Interim)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 233,940		$ -	$ 233,940
Federal Revenue	8100-8299	$ 6,995,214		$ -	$ 6,995,214
Other State Revenue	8300-8599	$ 10,553,312		$ -	$ 10,553,312
Other Local Revenue	8600-8799	$ 3,402,760			$ 3,402,760
TOTAL REVENUES		$ 21,185,225		$ -	$ 21,185,225
EXPENDITURES					
Certificated Salaries	1000-1999	$ 6,795,247	$ 128,354	$ (128,354)	$ 6,795,247
Classified Salaries	2000-2999	$ 4,434,841	$ -	$ -	$ 4,434,841
Employee Benefits	3000-3999	$ 8,099,238	$ 30,292	$ (30,292)	$ 8,099,238
Books and Supplies	4000-4999	$ 9,474,224		$ -	$ 9,474,224
Services and Other Operating Expenditures	5000-5999	$ 21,046,269			$ 21,046,269
Capital Outlay	6000-6999	$ 1,974,720			$ 1,974,720
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 1,788,385		$ -	$ 1,788,385
TOTAL EXPENDITURES		$ 53,612,924	$ 158,646	$ (158,646)	$ 53,612,924
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -		$ -
Contributions	8980-8999	$ 9,850,999	$ -	$ -	$ 9,850,999
OPERATING SURPLUS (DEFICIT)*		$ (22,576,700)	$ (158,646)	$ 158,646	$ (22,576,700)
BEGINNING FUND BALANCE	9791	$ 25,252,714			$ 25,252,714
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,676,014	$ (158,646)	$ 158,646	$ 2,676,014
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,676,014	$ (158,646)	$ 158,646	$ 2,676,014
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

SAN YSIDRO SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: SAN YSIDRO EDUCATION ASSOCIATION

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of First Interim)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 57,536,864		$ -	$ 57,536,864
Federal Revenue	8100-8299	$ 7,095,214		$ -	$ 7,095,214
Other State Revenue	8300-8599	$ 11,389,262		$ -	$ 11,389,262
Other Local Revenue	8600-8799	$ 3,502,760		$ -	$ 3,502,760
TOTAL REVENUES		$ 79,524,099		$ -	$ 79,524,099
EXPENDITURES					
Certificated Salaries	1000-1999	$ 29,512,973	$ 707,375	$ (128,354)	$ 30,091,993
Classified Salaries	2000-2999	$ 12,649,059	$ -	$ -	$ 12,649,059
Employee Benefits	3000-3999	$ 18,651,806	$ 427,940	$ (30,292)	$ 19,049,455
Books and Supplies	4000-4999	$ 10,465,781		$ -	$ 10,465,781
Services and Other Operating Expenditures	5000-5999	$ 26,959,301		$ -	$ 26,959,301
Capital Outlay	6000-6999	$ 1,974,720		$ -	$ 1,974,720
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 271,000		$ -	$ 271,000
Transfers of Indirect Costs	7300-7399	$ (230,844)		$ -	$ (230,844)
TOTAL EXPENDITURES		$ 100,253,796	$ 1,135,315	$ (158,646)	$ 101,230,465
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (20,729,696)	$ (1,135,315)	$ 158,646	$ (21,706,366)
BEGINNING FUND BALANCE	9791	$ 28,775,394			$ 28,775,394
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 8,045,698	$ (1,135,315)	$ 158,646	$ 7,069,028
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,000	$ -	$ -	$ 100,000
Restricted	9740	$ 2,676,014	$ (158,646)	$ 158,646	$ 2,676,014
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 2,232,769	$ (976,669)	$ -	$ 1,256,100
Reserve for Economic Uncertainties	9789	$ 3,036,914	$ -	$ -	$ 3,036,914
Unassigned/Unappropriated Amount	9790	$ 0	$ -	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

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	$	(158,646)	Cost will be funded by the Learning Recovery Emergency Block Grant. The LREBG allocation is included in the budget.
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:

SAN YSIDRO SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: SAN YSIDRO EDUCATION ASSOCIATION

	Object Code	2023-24 Total Revised Budget After Settlement	2024-25 First Subsequent Year After Settlement	2025-26 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 57,302,924	$ 56,605,760	$ 57,660,753
Federal Revenue	8100-8299	$ 100,000	$ 100,000	$ 100,000
Other State Revenue	8300-8599	$ 835,950	$ 803,295	$ 790,155
Other Local Revenue	8600-8799	$ 100,000	$ 100,000	$ 100,000
TOTAL REVENUES		$ 58,338,874	$ 57,609,055	$ 58,650,908
EXPENDITURES				
Certificated Salaries	1000-1999	$ 23,296,747	$ 23,890,541	$ 24,898,639
Classified Salaries	2000-2999	$ 8,214,218	$ 8,378,502	$ 8,513,625
Employee Benefits	3000-3999	$ 10,950,217	$ 12,177,949	$ 12,542,143
Books and Supplies	4000-4999	$ 991,557	$ 916,256	$ 760,105
Services and Other Operating Expenditures	5000-5999	$ 5,913,032	$ 6,023,458	$ 5,882,477
Capital Outlay	6000-6999	$ -	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 271,000	$ 271,000	$ 271,000
Transfers of Indirect Costs	7300-7399	$ (2,019,229)	$ (804,655)	$ (825,898)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 47,617,541	$ 50,853,051	$ 52,042,090
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ (9,850,999)	$ (9,734,529)	$ (9,934,529)
OPERATING SURPLUS (DEFICIT)*		$ 870,334	$ (2,978,525)	$ (3,325,711)
BEGINNING FUND BALANCE	9791	$ 3,522,680	$ 4,393,014	$ 1,414,489
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 4,393,014	$ 1,414,489	$ (1,911,222)
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,000	$ 100,000	$ 100,000
Restricted	9740			
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ 1,256,100		
Reserve for Economic Uncertainties	9789	$ 3,036,914	$ 1,314,489	$ 2,388,196
Unassigned/Unappropriated Amount	9790	$ 0	$ (0)	$ (4,399,418)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SAN YSIDRO SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: SAN YSIDRO EDUCATION ASSOCIATION

	Object Code	2023-24 Total Revised Budget After Settlement	2024-25 First Subsequent Year After Settlement	2025-26 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 233,940	$ 233,940	$ 233,940
Federal Revenue	8100-8299	$ 6,995,214	$ 3,064,469	$ 3,064,469
Other State Revenue	8300-8599	$ 10,553,312	$ 10,540,029	$ 10,534,683
Other Local Revenue	8600-8799	$ 3,402,760	$ 3,158,770	$ 3,158,770
TOTAL REVENUES		$ 21,185,225	$ 16,997,208	$ 16,991,862
EXPENDITURES				
Certificated Salaries	1000-1999	$ 6,795,247	$ 5,474,396	$ 5,827,313
Classified Salaries	2000-2999	$ 4,434,841	$ 3,808,798	$ 3,884,974
Employee Benefits	3000-3999	$ 8,099,238	$ 7,063,690	$ 7,227,330
Books and Supplies	4000-4999	$ 9,474,224	$ 6,367,613	$ 5,108,363
Services and Other Operating Expenditures	5000-5999	$ 21,046,269	$ 4,905,184	$ 4,934,681
Capital Outlay	6000-6999	$ 1,974,720	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -	$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 1,788,385	$ 566,816	$ 581,780
Other Adjustments			$ -	
TOTAL EXPENDITURES		$ 53,612,924	$ 28,186,497	$ 27,564,441
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 9,850,999	$ 9,734,529	$ 9,934,529
OPERATING SURPLUS (DEFICIT)*		$ (22,576,700)	$ (1,454,760)	$ (638,050)
BEGINNING FUND BALANCE	9791	$ 25,252,714	$ 2,676,014	$ 1,221,254
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 2,676,014	$ 1,221,254	$ 583,204
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 2,676,014	$ 1,221,254	$ 583,204
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SAN YSIDRO SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: SAN YSIDRO EDUCATION ASSOCIATION

	Object Code	2023-24 Total Revised Budget After Settlement	2024-25 First Subsequent Year After Settlement	2025-26 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 57,536,864	$ 56,839,700	$ 57,894,693
Federal Revenue	8100-8299	$ 7,095,214	$ 3,164,469	$ 3,164,469
Other State Revenue	8300-8599	$ 11,389,262	$ 11,343,324	$ 11,324,838
Other Local Revenue	8600-8799	$ 3,502,760	$ 3,258,770	$ 3,258,770
TOTAL REVENUES		$ 79,524,099	$ 74,606,263	$ 75,642,770
EXPENDITURES				
Certificated Salaries	1000-1999	$ 30,091,993	$ 29,364,938	$ 30,725,952
Classified Salaries	2000-2999	$ 12,649,059	$ 12,187,300	$ 12,398,599
Employee Benefits	3000-3999	$ 19,049,455	$ 19,241,639	$ 19,769,472
Books and Supplies	4000-4999	$ 10,465,781	$ 7,283,869	$ 5,868,468
Services and Other Operating Expenditures	5000-5999	$ 26,959,301	$ 10,928,642	$ 10,817,158
Capital Outlay	6000-6999	$ 1,974,720	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 271,000	$ 271,000	$ 271,000
Transfers of Indirect Costs	7300-7399	$ (230,844)	$ (237,839)	$ (244,118)
Other Adjustments		$ -	$ -	$ -
TOTAL EXPENDITURES		$ 101,230,465	$ 79,039,548	$ 79,606,531
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (21,706,366)	$ (4,433,285)	$ (3,963,761)
BEGINNING FUND BALANCE	9791	$ 28,775,394	$ 7,069,028	$ 2,635,743
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,069,028	$ 2,635,743	$ (1,328,017)
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,000	$ 100,000	$ 100,000
Restricted	9740	$ 2,676,014	$ 1,221,254	$ 583,204
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ 1,256,100	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 3,036,914	$ 1,314,489	$ 2,388,196
Unassigned/Unappropriated Amount	9790	$ 0	$ (0)	$ (4,399,418)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SAN YSIDRO SCHOOL DISTRICT
SAN YSIDRO EDUCATION ASSOCIATION

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2023-24	2024-25	2025-26
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 101,230,465	$ 79,039,548	$ 79,606,531
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 101,230,465	$ 79,039,548	$ 79,606,531
d.	Projected P-2 ADA	3,788	3,712	3,638
e.	State Standard Minimum Reserve Percentage for this District	3.00%	3.00%	3.00%
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)	$ 3,036,914	$ 2,371,186	$ 2,388,196

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 3,036,914	$ 1,314,489	$ 2,388,196
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 0	$ (0)	$ (4,399,418)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 3,036,914	$ 1,314,489	$ (2,011,222)
f.	Reserve for Economic Uncertainties Percentage	3.00%	1.66%	-2.53%

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

	Yes		No	
2023-24	Yes	X	No	
2024-25	Yes		No	X
2025-26	Yes		No	X

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

The Board approved a 24-25 budget reduction plan in the amount of $4.3 million.

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:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 1,148,749
Ending Balance(s) Increase/(Decrease)	$ (1,148,749)

Subsequent Years- All Funds

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	
Expenditures/Other Financing Uses	$ 4,480,724
Ending Balance(s) Increase/(Decrease)	$ (4,480,724)

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)	Date
	02/24/24

◉ 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)	Date
	02/24/24

Contact Person:	Telephone Number:
MARILYN ADRIANZEN	619-428-4476

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

TENTATIVE AGREEMENT

Between

San Ysidro Education Association and San Ysidro District

For

July 1, 2023-June 30 2025

Subject to ratification by the San Ysidro Education Association and approval by the San Ysidro School District Board of Trustees, the parties have tentatively agreed to a new Collective Bargaining Agreement, which is set forth in the attached redline versions. If an agreement is reached with any other Bargaining Unit that exceeds the compensation package provided for in this agreement, the District shall provide an equivalent compensation percentage to SYEA.

In addition, the parties agree to the following:

A. Effective July 1, 2023 the salary schedule shall be restructured so that there are 22 Steps. Steps 1-21 shall remain in their current structure. The newly proposed Step 22 shall be the current Step 25. The restructuring shall also apply to Permit Teachers.

B. Effective July 1, 2024 there shall be an Itinerant Salary Schedule that is equivalent to 8% greater than the current Itinerant Salary Schedule, as seen in Salary Administration Plan 096.

C. The following stipend increases and new stipends will be added to Appendix E effective July 1, 2023.

1. Associated Student Body increased by $500 to a total of $2000
2. Spelling Bee Coordinator increased by $100 to a total of $500
3. 6th Grade Camp stipend will increase to $150 per day.
4. 6th Grade Camp Lead to receive a total of $500, in addition to receiving the 6th Grade Camp stipend in D.

D. That 1% of the salary increase in this agreement will come from the Learning Recovery Emergency Block Grant for the purpose of focusing on student achievement and learning recovery through the implementation of the instructional design which provides differentiated instruction within small groups along with assessment; and implementation of the District's social and emotional curriculum.

ARTICLE 9. CLASS SIZE

A. The following class size maximum number is set forth:

TK: ~~Beginning with the 2022-2023 school year the~~ The class size for TK shall comply with the provisions of AB 130 as set forth below:

~~2022 - 2023: Maximum 24~~
2023 - 2026: Maximum 20

~~For the year 2022-2023, there shall be a maximum adult to student ratio of 1:12.~~
For the years 2023-2026, there shall be a maximum adult to student ratio of 1:10. Such ratios may be satisfied by one teacher and any one of the following: Instructional Aide, Substitute Instructional Aide, or Substitute teacher.

Regardless of year, if a necessary adult is absent, and no coverage is available, then the TK teacher shall be compensated $10 per day, per student that goes above the maximum ratio.

K:	Maximum 24
1st – 3rd:	Maximum 24
4th – 6th:	Maximum 28
7th & 8th Core Subjects:	Maximum 32 per period
7th & 8th P.E.:	Maximum 50 per period
7th & 8th Electives:	VAPA courses maximum 40 per period Non-VAPA maximum 30 per period

Special education classes shall be maintained at sizes which are consistent with appropriate special education best practices and all legal procedures related to placements of such students or mainstreaming of such students will be followed.

If an individual SDC Class reaches thirteen (13) students enrolled, the site principal shall call a meeting with the impacted teacher, an SYEA representative, and the Director of Special Education to discuss and implement possible remedies including, but not limited to, additional staffing support and balancing of classes.

The District will attempt to maintain class sizes as set forth below:

Special Day Classes (SDC) TK-8: 13
Special Day Class (SDC) Preschool: 13

Pursuant to Education Code 56362(c) and Education Code 56363.3 the following caseloads will be observed.

RSP Caseload: Max 28
Speech and Language Pathologists:
Max 55 (for caseloads of students 6 years and older)
Max 40 (for caseloads of only students who are 3-5 years old)
Max appropriate ratio for blended caseloads including both age ranges shall be recommended

In accordance with California *Code of Regulations,* Title 5, Section 3100. In the event an RSP caseload exceeds 28 students, and providing the certain state required conditions are met, and the teacher voluntarily signs a required state waiver, then the caseload may be raised up to but not exceeding 32 students. The member shall be paid $20 per day, per student above the max of 28.

Should there be any modifications to the Education Codes listed above, the parties agree to meet to discuss the changes.

In elementary school situations in which more than one grade level is assigned to a unit member, the lower of the two-grade level class size maximums shall apply. Furthermore:

- All unit members at the elementary school level teaching more than one grade level or any Special Day class teacher (Preschool-8) teaching more than one grade level, shall receive a stipend of $2,000 each school year.
- The District shall use best efforts to not assign elementary school unit members to teach such combination assignments for two consecutive school years.

In the event the foregoing class sizes for grades TK-3 are found by an authority of competent jurisdiction to be inconsistent with Education Code section 42238.02(d)(3)(B) (i.e., LCFF), the Parties agree, upon the written request of either party, to meet and negotiate to address any such inconsistency.

Students above the maximum:

Additional students placed in the classrooms above the agreed maximum will follow these guidelines.

1. Any general ed teacher who receives a student above the maximum will receive $10 per day per student.

   a. At the start of the school year, general ed teachers will receive compensation starting the eleventh day of enrollment for the additional student.

   b. Starting on the twelfth day of the school year, if any

general ed teacher receives a student above the maximum, the teacher will receive $10 per day, per student, starting on the first day of the student's enrollment.

c. Student enrollment shall be calculated by the District on Friday's through the student information system.

2. SDC teachers who have student enrollment above the class sizes listed above shall receive $20 per day per student starting on the first day of school or the first day of attendance of the extra students.

3. The student count is based on the number of students enrolled in the class and not on daily attendance.

4. Once all classes within a grade level at a school site have reached the maximum, the additional students will be placed in the classes based on seniority with the most senior teacher getting the first extra student.

a. No more than two (2) additional students above the maximum shall be enrolled in any K class. For TK, there shall be no more students enrolled than the legal maximum according to AB 130.

b. No more than four (4) additional students above the maximum shall be enrolled in grades 1-8.

When the class size maximum within a grade level at a school site is reached and an additional 20 students are enrolled, an additional teacher shall be hired. Those 20 additional students shall be placed with the new teacher that was hired if it occurs prior to August 31. Whenever classroom space is unavailable, the District and the Association will meet to generate a plan to address class size overage.

B. The District shall make a reasonable effort to establish a balance in the number of students assigned per class, grade level or subject with the recognition that factors such as credentialing, curriculum, and enrollment trends may limit such balancing. The staff at particular sites shall have the right to consult with site administrators with regard to balancing issues and use best efforts to find a reasonable solution.

C. The District shall provide the SYEA President and 2 site representatives invited by the SYEA President a draft of the middle school master schedule as soon as it becomes available before the start of the work year. The parties acknowledge that this draft schedule may be changed.

D. If a classroom does not receive a substitute when a teacher is absent, and if those

students are assigned to other classrooms for the day, students shall be divided equally to other same or similar grade level classrooms as much as practical.

ARTICLE 12. TRANSFER AND REASSIGNMENT

A. Definitions:

1. A "transfer" is a movement of a unit member from one (1) District work site to another District work site.

2. A "reassignment" is a movement within a school site of three or more grade levels or in secondary classrooms a change of two or more subjects not taught the previous year. For example, a move from 6th to 3rd grade would count as a reassignment, but a move from 5th to 3rd would not.

3. A "vacancy" is an opening that has occurred as a result of a unit member retiring, resigning, or because of increased enrollment, state disability or death. A position that becomes open as the result of a unit member filling a vacancy is not a vacancy. This resulting open position will be filled at the discretion of the District.

B. Unit Member Initiated Transfers and Reassignments

1. The Superintendent or his/her designee shall administer the transfer and reassignment policy.

2. Posting Vacancies. Vacancies shall be posted at each school site and on the online recruitment platform. A list of current vacancies shall be e-mailed to each unit member whenever a new vacancy arises. Identified vacancies for the succeeding school year shall be posted by May 15 if possible.

   The Association President shall be notified of all vacancies via email at the same time that notices are sent to the sites. Any unit member may review the list of current vacancies by contacting or visiting the District's Human Resources Department.

3. Procedure for Unit Member Initiated Requests for Transfers and Reassignment:

   a. The unit member shall submit a transfer/reassignment request to the Human Resources Department Head and/or designee within the posting period indicated on the vacancy announcement. Posting periods will be no less than five teacher work days, except during the summer in which it will be no less than five calendar days.

   b. The Human Resources Department Head and/or designee shall notify the unit member in writing of the decision regarding his/her request for transfer/reassignment within ten (10) work days of the close of the vacancy. The unit member may request and receive a

written reason for denial.

c. Any unit member who meets the prerequisites listed in subsection B.3.d of this Article, below, may apply for a vacancy, regardless of the unit member's current location or grade assignment.

d. Prior to submitting a request for transfer or reassignment, the unit member must meet the following conditions:

i. The unit member must have served at least one year in his/her present assignment prior to submitting the transfer request, unless the unit member is applying for a support staff position (i.e. counselors, psychologists).

ii. The unit member's most recent evaluation must have been rated satisfactory or better. Any unit member who is on an assistance plan may, but need not be, considered by the District for a transfer or reassignment.

iii. The unit member, during the twelve (12) month period preceding his/her transfer or reassignment request, must not have received any Notice of Unprofessional Conduct pursuant to Education Code Section 44938, or any Notice of Incompetency pursuant to Education Code Section 44938, or any notice approved by the Board or the Superintendent that the employee violated a provision(s) of the Education Code.

e. Prior to the first duty day of each school year, the Superintendent or his/her designee shall approve or deny a request for transfer/reassignment on the basis of:

i. Valid credentials;
ii. District-wide seniority; and
iii. Pertinent experience.
iv. The continued operation or implementation of any curricular program.

f. After the first duty day of each school year, the Superintendent or his/her designee shall approve or deny a request for transfer/reassignment on the basis of:

i. Valid credentials;
ii. District-wide seniority;
iii. Pertinent experience; and
iv. The continued operation or implementation of any

curricular program.

g. Unit members may file with the Human Resources Department Head and/or designee a general request for transfer or reassignment. This request shall be confidential, unless requested otherwise by the unit member, until the unit member indicates his/her interest in a particular posted vacancy. The general request may include a preference(s) of assignment, location(s) desired, and the unit member's qualifications for such assignment. Such requests shall be considered for vacancies occurring during the current school year and up to September 15 of the following school year and shall be invalid thereafter.

C. Administrative Transfers and Reassignments

1. The District reserves the right to administratively transfer a unit member to accommodate the needs of the District.

2. The following procedures will be used in administrative transfers and reassignments:

a. The District will first make a good faith effort to solicit suitable volunteers for transfer or reassignment when appropriate.

i. Unit members who volunteer for administrative reassignment shall be given two (2) days of release or per diem time to prepare for the assignment. Unit members who volunteer for administrative transfer shall be given three (3) days of release time or per diem to prepare for the transfer. Unit members who volunteer for administrative reassignment and transfer shall be given four (4) days of release time or per diem to prepare for the assignment.

b. When the District determines that there are no qualified volunteers, or when the transfer or reassignment of a volunteer would impede the continued operation or implementation of any curricular program, the Human Resources Department Head and/or designee in consultation with the site administrators shall identify a unit member(s) for administrative transfer or reassignment. **When the transfer or reassignment is a result of changing enrollment numbers, the District shall move the least senior teacher (subject to Article 12, Section C, 2, e) unless a more senior teacher is agreeable to said transfer or reassignment.**

i. The principal or immediate supervisor shall schedule a conference with the unit member and provide a written notice

of transfer/reassignment stating the reasons for the transfer/reassignment.

ii. Except in cases of unforeseen circumstances or emergency, unit members administratively transferred or reassigned during the school year shall be given as much advance written notice as possible but no less than five (5) work days' written notice in the case of reassignment and ten (10) work days' written notice in the case of transfer. Written notice may be satisfied by providing a school wide class assignment list.

iii. Except in cases of unforeseen circumstances or emergency, for reassignments to take place in the following school year, unit members shall be given no less than five (5) work days' written notice before the last duty day of the school year. For transfers to take place in the following school year, unit members shall be given no less than ten (10) work days' written notice before the last duty day of the school year. Written notice may be satisfied by the administrator providing a school wide class assignment list.

iv. The District, in consultation with the Association, shall determine whether a shorter time line is appropriate.

c. The unit member may schedule a conference to discuss the transfer/reassignment with the Association President, the Human Resources Department Head and the Superintendent. Any District decision resulting from the conference shall be consistent with the needs of the District.

d. Unit members who are administratively reassigned shall be given two (2) days of release time or per diem to prepare for the assignment. Such preparation time shall not be taken during the first two weeks of the school year. Unit members who are administratively transferred shall be given three (3) days of release time or per diem to prepare for the transfer. Unit members who are administratively reassigned and transferred shall be given four (4) days of release time or per diem to prepare for the reassignment. The release time provided in this subsection shall be given to the unit member within, and is not in addition to, the minimum written notice period provided in subsection b, above. The unit member shall receive assistance in moving materials during this release time. It shall be the District's responsibility to handle the logistics of moving materials between sites and/or classrooms.

e. Unit members shall not be administratively transferred or reassigned an unreasonable number of times or for arbitrary or capricious reasons. If a unit member is involuntarily transferred, said member cannot be involuntarily transferred again for two school years. The District will make every reasonable effort to not involuntarily reassign the same unit member for two consecutive school years.

3. The final decision regarding transfers and reassignments shall rest with the Superintendent.

D. The District shall provide the Association President with a seniority list annually no later than September 1, of each year. The seniority list shall be made available to any bargaining unit member in the District's Human Resources Department no later than September 1, of each year.

E. Staffing New Schools

1. 25% of the classroom openings in a new school shall be available for assignment pursuant to the current provisions of Article 12 relating to Unit Member Initiated Transfers.

2. The District shall be entitled to select the personnel to be assigned to 75% of the openings at a new school by way of the recruitment of new personnel or through administrative transfers.

3. Openings caused by transfers to a new school shall be filled by the District by way of the recruitment of new personnel or administrative transfers. The current provisions of Article 12 shall not apply to administrative transfers made to fill openings at a new school or openings caused by unit members or administrative transfers to a new school.

4. No more than 5 teachers may voluntarily transfer from a school with 30 or fewer teachers.

5. No more than 7 teachers may voluntarily transfer from a school with 31-40 teachers.

6. No more than 10 teachers may voluntarily transfer from a school with 41 or more teachers.

F. All Other Assignment Changes

1. Prior to the initiation of any administrative changes in assignments or room changes that are not otherwise covered by this Article, the appropriate administrator (i.e. site Principal in most cases) shall hold a conference with the affected unit member and shall provide two (2) days of release time or

per diem to assist the unit member in making an orderly transition.

ARTICLE 13. SAFETY CONDITIONS

Personal Property

A. Unit members shall be reimbursed for any verifiable loss, destruction or damage to their personal property or vehicle while the unit member is conscientiously performing or in a location to perform, his/her duties, a maximum of ~~one thousand dollars ($1,000.00)~~ one thousand five hundred dollars $1,500 if there is no negligence on the part of the employee. Reimbursement for vehicle damage is strictly limited to actual use during and within the scope of employment. ~~The total reimbursement for all loss, damage or destruction of personal property for all unit members and/or all incidents under these provisions shall not exceed $10,000.00 ($20,000) $15,000.00 in any fiscal year.~~

B. Reimbursement for verified loss, damage or destruction of personal property suffered while performing services for the District is provided only when written approval for the use of personal property in the schools was given by the supervisor before use. All such prior approval shall be in writing. Exceptions to such prior approval shall be vehicles, eyeglasses, hearing aids, dentures, cell phones, cell phone accessories, teaching tools, and materials, watches or articles of clothing necessarily worn or carried by the unit member.

C. If a unit member receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the unit member shall repay the District if such payment from an insurance carrier covers the same loss, damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation; and the unit member shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.

D. A written request for reimbursement must be filed by the unit member within twenty (20) regularly scheduled work days of the incident with the District. The District shall conduct such an investigation as may be necessary. The written request will be completed via an easily accessible, reasonably brief form available in person at Human Resources and also online on the official District website. The completed form can be submitted in person to Human Resources or online via an email sent to Human Resources. The form shall include clear instructions on how to submit. Should the district determine that the damage claim should be submitted to our insurance carrier, the employees may be required to fill out an insurance claim form. The current forms are included in Appendix # I

Working Conditions

A. The district shall provide a safe workplace that protects unit members from physical and emotional violence, sexual harassment, and other threatening behavior from parents, students, the governing board, classified employees, certificated unit members, and district administrators. Unit members shall not be required to work in unsafe working conditions, or engage in activities that endanger their health, safety, or well-being.

B. Bargaining unit members shall notify their immediate supervisor in writing concerning an unsafe condition in the District directly affecting their physical welfare, or the physical welfare of students. The immediate supervisor shall investigate the reported unsafe condition and advise the unit member of any findings and suggested corrected action within five (5) work days. The corrective action shall be initiated and/or corrected within five (5) additional work days.

C. If the unit member identifies the condition as one that poses an imminent threat of danger to the safety of staff or students, the formal response process shall begin immediately. The condition shall be investigated and a determination of action shall be made by the end of the following work day. The matter shall be resolved as soon as possible.

D. The District shall keep all school grounds and facilities free of unwanted rodents, pests, arachnids, and insects such as ants, roaches, and fleas. If a unit member identifies unwanted rodents, pests, arachnids, insects, and the like, they shall notify their immediate supervisor so the administrator can take action to resolve the issue. The corrective action shall be initiated and/or corrected within five (5) work days. If pesticides or poisons are used, the District shall notify unit members of the names of the chemicals used at least one week in advance of their use, except in situations where immediate use is necessary the district will notify members within 24 hours. The District shall apply them only at times when unit members and pupils are not present, allowing sufficient time for toxic effects to wear off before humans re-enter the affected area.

E. Each worksite shall have a Site Safety Committee, comprised of a representative from all stakeholder groups including the certificated bargaining unit. Site Safety Committee members shall be recruited jointly by the association and site administrators. The committee shall develop and annually review its discipline, site safety, health, and emergency preparedness plan. The plan shall be distributed to employees at the site on an annual basis. The District Safety Committee shall provide each worksite with general procedures for safety with the site committee overseeing unique site issues. The committee shall make the District aware of any unaddressed safety issues. Unit members serving on site safety committees shall receive release time or the non-student contact hourly rate of pay for committee work.

F. The District shall work with each site safety committee to provide necessary items such as: a telephone in each classroom or major work area, first aid kits containing rubber gloves, walkie-talkies, mouth-to-mouth breathers, flashlight, basic first aid supplies, emergency toileting supplies, and other items which may be unique to a work location such as a bullhorn, AM/FM radio, blankets, water, and food packages.

G. In the case of emergencies at school sites or at the District office, such as lockdowns, power outages, water being shut off, etc, the Superintendent or designee shall inform the SYEA President as soon as possible. They will communicate the steps and actions that are being taken to guarantee the safety of all unit members in response to the emergency.

Pupil Suspension

A. A bargaining unit member may suspend a pupil from her/his class for the day of the suspension and the following day for any act that disrupts or diminishes the education process in accordance with Education Code section 48910 and 48900. This includes willful defiance and disruption provided that other means of correction, as set forth in Education Code 48900.5(b), fail to bring about proper conduct.

B. The unit member shall immediately report the suspension to the site administrator (or their designee) and send the pupil to the administrator (or their designee) for appropriate action.

C. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the bargaining unit member and the site administrator. The pupil shall not be placed in another regular class during the period of suspension. If the pupil is assigned to more than one class per day, this section shall apply only to other regular classes scheduled during the same time as the class from which the pupil was suspended.

D. A student may be disciplined with an out-of-school suspension or expulsion, in accordance with Ed Code 48900-48915 for the following reasons:

   a. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence against the person of another, except in self-defense
   b. Possessed, sold, or otherwise furnished a knife or other dangerous object, except with written permission of the school administrator
   c. Unlawfully possessed, used, furnished or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind
   d. Offered to sell controlled substance and provided look alike substance instead
   e. Committed or attempted to commit robbery or extortion

f. Caused or attempted to cause damage to school or private property
g. Stole or attempted to steal school or private property
h. Possessed or used tobacco, or any products containing tobacco or nicotine products
i. Committed an obscene act or engaged in habitual profanity or vulgarity
j. Unlawfully possessed or offered, arranged, negotiated to sell drug paraphernalia
k. Knowingly received stolen school or private property
l. Possessed an imitation firearm
m. Committed or attempted to commit sexual assault or battery as defined in Sections 261, 266c, 286, 287, 288 or 289 of the Penal Code
n. Harassed, threatened or intimidated a student who is a witness in a student discipline proceeding
o. Offered, or arranged/negotiated to sell, or sold the prescription drug Soma
p. Engaged in or attempted to engage in hazing
q. Bullying (including with electronic act), as defined in Education Code 48900
r. Aids or abets (suspension only) as defined in Section 31 of the Penal Code

E. The site administrator shall ensure that students suspended from school do not enter the campus at all (unless it's an in-school suspension), until the following day after the suspension has been fully completed. The site administrator shall also ensure that students suspended from a particular class do not return to that class for the duration of the suspension, until the following day after the suspension has been fully completed.

Physical and Emotional Safety

A. The association and the District agree that unit members and the District have a responsibility to follow state law concerning student discipline.

B. In accordance with Education Code section 49079, the district shall notify unit members of each pupil who has engaged in or is reasonably suspected to have engaged in any of the acts defined in Education Code Sections 48900 (excluding subdivision h), 48900.2, 48900.3, 48900.4 or 48900.7. . The District shall provide the information to the bargaining unit member based upon any records from the previous three school years, which the District maintains in its ordinary course of business or receives from a law enforcement agency.

C. Upon receiving a transfer student's records regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was previously suspended or expelled from his/her prior district as soon as reasonably possible. The District shall ensure suspension information is recorded in the Student Information System. The District shall not be held accountable for failure to provide discipline information not disclosed within the transfer request.

D. Any information received by a unit member pursuant to Education Code Section 49079 or otherwise covered in this section, shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the unit member.

Assault, Insult and Abuse

A. Whenever any unit member is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any immediate supervisor who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred.

B. A member of the governing board, superintendent, or an employee of the district shall not directly or indirectly inhibit or impede the making of the report prescribed by the affected unit member.

C. Unit members may submit a claim in accordance with the Personal Property section of this article, for reimbursements of the costs of repair or replacement of personal property damages as a result of a workplace assault.

D. When absence or disability arises from assault, unit members shall suffer no loss in wages, benefits or leaves in accordance with worker's compensation and other state laws.

E. The District shall provide training on a voluntary basis to unit members requesting training on de-escalation and conflict intervention techniques.

Safe and Secure Learning Environment

A. Pursuant to Education Code Section 51512, the use of any electronic listening or recording device by any person, including a pupil, in any classroom without the prior consent of the teacher and the principal is prohibited.

B. In accordance with a safe and secure learning environment the district shall comply with Education Code 44810.

C. All classroom and office doors shall be equipped with straps or barricades to ensure a higher level of safety in the case of emergencies like an active shooter. All classroom, bathroom, and office doors at school sites and at the District office need to be able to lock, close, and open properly. Both door locks and barricades shall be inspected yearly to ensure this. Doors that do not lock, close, or open properly shall be fixed in a timely manner. Members shall notify their immediate supervisor if a door, lock, or barricade is having any issues so that the administrator can take action to resolve the issue. The corrective action shall be initiated and/or corrected within

five (5) work days.

ARTICLE 15. OBSERVATION/EVALUATION PROCEDURES

Unit members shall be observed and evaluated by their immediate supervisor and/or designee at each school or administrative site according to the following schedule:

Probationary Employees:	1st ~~set of two~~ formal observation and written evaluation by November 30th 2nd ~~set of two~~ formal observation and written evaluation by February 15th
Permanent Employees:	1st formal observation by November 30th 2nd formal observation by March 1st Final evaluation by May 1st

The District shall determine the need for, the type of, and provide the necessary assistance to unit members for the purpose of improving their teaching competencies. If the immediate supervisor determines that a unit member is not performing his or her duties in a satisfactory manner according to the standards prescribed by the Governing Board, the immediate supervisor shall notify the unit member in writing of that fact and describe the unsatisfactory performance. The immediate supervisor shall continue to confer with the unit member making specific recommendations as to areas of improvement in the unit member's performance and endeavor to assist the unit member in his or her performance through a Certificated Growth Plan followed by participation in the Peer Assistance and Review (PAR) program.

A. Observation Procedures.

1. Frequency of Observations. A minimum of two (2) unannounced or announced classroom observations, at least twenty (20) minutes in length each, are required for each evaluation period.

   Additional announced or unannounced observations may be conducted at the immediate supervisor's discretion. The immediate supervisor or unit member may also request outside evaluation assistance from the Educational Services Department Head, if necessary, after the required two observations.

2. All classes may include observations in the areas of reading, language, math and one other subject selected by the immediate supervisor. A lesson plan will be provided by the

unit member prior to the observation if requested by the immediate supervisor.

3. The immediate supervisor shall utilize the District approved form ("Observation Form") to compile all observation information. Additional pages may be affixed when necessary, but their addition must be indicated on the Observation Form. The Observation Form shall contain:

   a. The date, time and location of the observation;

   b. A description of each of the two areas observed that are agreed upon by both the site administrator and the unit member; Probationary teachers will be observed utilizing the California Standards for the Teaching Profession (CSTP) Standard 1-Engaging & Supporting all Students in Learning; Standard 2- Creating and maintaining an effective environment for student learning.

   c. Suggestions for improvement where appropriate.

4. Within ten (10) days of an observation, the immediate supervisor shall meet with the unit member to discuss the observation and review the Observation Form. The Observation Form shall be signed by both the immediate supervisor and the unit member to indicate that the Observation Form has been reviewed by the unit member. A copy of the Observation Form shall be forwarded to the Human Resources Department Head after the immediate supervisor's conference with the unit member.

5. If the immediate supervisor determines that additional observations and conferences are necessary to maintain the level of competency expected of unit members, the site administrator shall increase the number of observations and conferences.

B. Final Evaluation Procedures

1. Frequency of Evaluation.

   Probationary Employees: Unit members with probationary employment status shall be evaluated twice each school year.

   a. Unit members who begin employment 30 duty days or less prior to the observation/evaluation deadline, will not be included in that evaluation cycle.

Permanent Employees: Unit members that have attained permanent employment status shall be evaluated at least once every other year.

If a unit member with permanent status receives an unsatisfactory evaluation, the District shall evaluate the unit member each school year until the unit member achieves a satisfactory evaluation or is separated from the District.

Unit members who are on leave for 30 duty days or more prior to an observation/evaluation deadline will not be included in that observation or evaluation unless the unit member chooses to be included. Members who miss their 1st and 2nd formal observation deadline as a result shall be observed and/or evaluated the following year.

Permanent Employees With Ten Years: Unit members that have attained permanent employment status, have been employed at least ten (10) years with the District as of the first duty day of the current school year and whose previous two evaluations rated the employee as meeting or exceeding standards prescribed by the Governing Board, will be evaluated every five years.

This does not eliminate an immediate supervisor's right to informally observe a teacher and make recommendations for improvement. Should an immediate supervisor determine that a unit member is not performing to standard at any time during the five-year period, the immediate supervisor may provide the teacher with notice that formal observations and evaluation will be implemented for the following school year.

The formal observation cycle will commence no later than October of the following school year.

The immediate supervisor shall utilize the District approved form ("Evaluation Form"). Additional pages may be affixed when necessary, but their addition must be indicated on the Evaluation form. The Evaluation Form shall contain a description of the areas evaluated and suggestions for improvement where appropriate.

2. The immediate supervisor shall meet with the unit member to review the Evaluation Form. The Evaluation Form shall be signed by both the site administrator and the unit member to indicate that the Evaluation Form has been reviewed by the unit member. A copy of the Evaluation Form shall be forwarded to the Human Resources Department Head after

the immediate supervisor's conference with the unit member.

3. The unit member may prepare a written response to the evaluation, which will be attached to the Evaluation Form.

4. Unit members shall only be evaluated under the CTSP aligned evaluation process ~~for those portions of the CTSP in which the unit member has completed training.~~

C. Informal Observation by Visitors other than District Administrators

The purpose of this language is to collaborate to minimize disruption to teaching and learning, and to protect the integrity of the evaluation process. In order to accomplish this purpose, the San Ysidro School District and the San Ysidro Education Association agree to the following regarding informal observations by visitors other than District administrators:

1. School administrators will be present during informal observations;

2. Visits to schools by those other than District administrators shall be announced in advance;

3. Information gathered during informal observations with visitors shall not be applied to unit members' evaluations;

4. Feedback from, and information gathered during informal observations will not be disseminated in a manner which identifies unit members on an individual basis, except in those instances in which an individual unit member must be identified in order to obtain a benefits (i.e., special recognition, program incentives, etc...);

5. Informal observers shall not interrupt the teacher or students during instruction; and

6. Informal observations shall not add to, detract, or alter in any way, the agreed upon evaluation procedure in the current collective bargaining agreement between the parties.

D. During the 2022-2023 school year, the parties shall establish an advisory committee to develop and suggest revisions to the observation and evaluation forms included in Appendix G as well as to develop a standard performance improvement plan form. The

committee shall consist of the Human Resources Department Head, two site Principals, two other administrators and five certificated staff to be selected by the Association. The committee shall begin meeting no later than March 1, 2023, so that the new forms may be presented to the bargaining teams in the 2023-2024 school year and possibly implemented for the 2024-2025 school year.

APPENDIX G

SAN YSIDRO SCHOOL DISTRICT
STANDARDS BASED EVALUATION FORM FOR TEACHERS

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

Administrator_____ ☐ **Scheduled** ☐ **Unannounced School**

Time:_____**to**_____ **Grade/Subject** _____ **Room:** _____

Standards to be Observed:

☐ **Standard I** ☐ **Standard II** ☐ **Standard III** ☐ **Standard IV** ☐ **Standard V**

***Temporary and Probationary I and II teachers select standards 1 and 2**

Standard VI - Not observed during lesson – To be used in all evaluations

Rating Definitions

- Exceeds Professional Standards: Consistently exceeds the professional standards of competence.
- Consistent with Professional Standards: Meets and occasionally exceeds professional standards of competence.
- Approaching Standards: Needs Improvement – Approaching the Professional Standards of Competence. (*Support Provided / May Lead to an Assistance Plan*)
- Does not Meet Minimum Standards: Unsatisfactory – Does not meet the professional standards of competence. (**Assistance Plan Required*)

EVALUATION: Based on the California Standards for the Teaching Profession	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
Standard I: Engages and Supports All Students in Learning	☐	☐	☐	☐	☐
☐ Connects students' prior knowledge, life experience, and interests with learning goals. ☐ Uses a variety of instructional strategies and resources to respond to students' diverse needs. ☐ Facilitates learning experiences that promote autonomy, interaction, and choice. ☐ Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful. ☐ Promotes self-directed, reflective learning for all students.					

EVALUATION: Based on the California Standards for the Teaching Profession	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
Standard II: Creates and Maintains Effective Environment for Student Learning	☐	☐	☐	☐	☐
☐ Creates a physical environment that engages all students. ☐ Establishes a climate that promotes fairness and respect. ☐ Promotes social development and group responsibility. ☐ Establishes and maintains standards for student behavior. ☐ Plans and implements classroom procedures and routines that support student learning.					

SAN YSIDRO SCHOOL DISTRICT
STANDARDS BASED EVALUATION FORM FOR TEACHERS

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

EVALUATION: Based on the California Standards for the Teaching Profession	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
Standard III: Understands and Organizes Subject Matter for Student Learning	☐	☐	☐	☐	☐

- ☐ Demonstrates knowledge of subject matter content and student development.
- ☐ Organizes curriculum to support student understanding of subject matter.
- ☐ Interrelated ideas and information within and across subject matter.
- ☐ Develops student understanding through instructional strategies that are appropriate to the subject matter.
- ☐ Uses materials, resources and technologies to make subject matter accessible to students.

EVALUATION: Based on the California Standards for the Teaching Profession	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
Standard IV: Plans Instruction and Designs Learning Experiences for All Students	☐	☐	☐	☐	☐

- ☐ Draws on and values students' backgrounds, interests, and developmental learning needs.
- ☐ Establishes and articulates goals for student learning.
- ☐ Designs long and short term plans to foster student learning.
- ☐ Modifies instructional plans to foster student learning.

EVALUATION: Based on the California Standards for the Teaching Profession	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
Standard V: Assesses Student Learning	☐	☐	☐	☐	☐

- ☐ Establishes and communicates learning goals for all students.
- ☐ Collects and uses multiple sources of information to assess student learning.
- ☐ Involves and guides all students in assessing their own learning.
- ☐ Uses the results of assessments to guide instruction.
- ☐ Communicates with students, families, and other audiences about progress.
- ☐ Evidence of student achievement towards meeting grade level standards on district assessments.

SAN YSIDRO SCHOOL DISTRICT
STANDARDS BASED EVALUATION FORM FOR TEACHERS

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

EVALUATION: Based on the California Standards for the Teaching Profession	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
Standard VI: Develops as a Professional Educator	☐	☐	☐	☐	☐

- ☐ Reflects on teaching practice and planning professional development.
- ☐ Establishes professional goals and pursues opportunities to grow professionally.
- ☐ Works with communities to improve professional practice.
- ☐ Works with families to improve professional practice.
- ☐ Works with colleagues to improve professional practice.

EVIDENCE / COMMENTS

Evaluatee's Comments:

Administrator's Signature / Date _____ **Evaluatee's Signature ** /Date** _____

Assistance Plan Required ☐

** Signature Does Not Indicate Agreement

This document will be placed in your Personnel File in ten days. A written response may be attached to this document at any time.

HR1

SAN YSIDRO SCHOOL DISTRICT
STANDARDS BASED EVALUATION FORM FOR TEACHERS

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

SPECIAL EDUCATION TEACHERS/OTHER SUPPORT STAFF ONLY:	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
1. Demonstrates compliance with federal, state and district policies and procedures regarding special education assessment, eligibility and program development. • Follows timeline for comprehensive assessment plan (Initials/triennials) • Annual Review of IEPs (within 12 months) • Maintains accurate, and complete records/IEPs and prepares reports.	☐	☐	☐	☐	☐
2. Develops and implements individualized opportunities for integration of students with special needs	☐	☐	☐	☐	☐
3. Uses assessments to guide instruction to develop appropriate IEP goals, objectives and program	☐	☐	☐	☐	☐
EVIDENCE / COMMENTS					
Evaluatee's Comments:					

Administrator's Signature / Date

Evaluatee's Signature ** / Date*

Assistance Plan Required ☐

** Signature Does Not Indicate Agreement

NOTE:
Joint Evaluation Committee recommends

This document will be placed in your Personnel File in ten days. A written response may be attached to this document at any time.

HR1e

SAN YSIDRO SCHOOL DISTRICT

SOCIAL WORKER EVALUATION FORM

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

SOCIAL WORKER:	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
1. Demonstrates compliance with district policies and procedures regarding counseling services and programs. • Follows timelines • Maintains accurate and complete records, and prepares reports	☐	☐	☐	☐	☐
2. Maintenance of professional relationship with students, parents, and staff	☐	☐	☐	☐	☐
3. Implementation of programs which utilize school and community resources to meet student needs.	☐	☐	☐	☐	☐
4. Counseling of students in areas of need (social-emotional, personal problems, and behavioral needs)	☐	☐	☐	☐	☐
5. Supporting of students with SEL curriculum based on data and subject specific guidelines and teacher recommendations	☐	☐	☐	☐	☐
6. Performance of other duties and responsibilities	☐	☐	☐	☐	☐
EVIDENCE/COMMENTS					
EVALUATEE'S COMMENTS					

_____ _____

Administrator's Signature / Date **Evaluatee's Signature **/Date***

Assistance Plan Required ☐

HR1f

** Signature Does Not Indicate Agreement

NOTE:
Joint Evaluation Committee recommends

HR1

SAN YSIDRO SCHOOL DISTRICT

SCHOOL COUNSELOR EVALUATION FORM

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

SCHOOL COUNSELOR:	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
1. Demonstrates compliance with district policies and procedures regarding counseling services and programs. • Follows timelines • Maintains accurate and complete records, and prepares reports	☐	☐	☐	☐	☐
2. Maintenance of professional relationship with students, parents, and staff	☐	☐	☐	☐	☐
3. Implementation of programs which utilize school and community resources to meet student needs.	☐	☐	☐	☐	☐
4. Counseling of students in areas of need (career planning, personal problems, and educational goals)	☐	☐	☐	☐	☐
5. Placement of students in appropriate classes based on data and subject specific guidelines and teacher recommendations	☐	☐	☐	☐	☐
6. Performance of other duties and responsibilities	☐	☐	☐	☐	☐
EVIDENCE/COMMENTS					
EVALUATEE'S COMMENTS					

_____ _____

Administrator's Signature / Date **Evaluatee's Signature **/Date***

Assistance Plan Required ☐

** Signature Does Not Indicate Agreement

NOTE:

Joint Evaluation Committee recommends

HR1f

SAN YSIDRO SCHOOL DISTRICT
PSYCHOLOGIST AND LANGUAGE SPEECH AND HEARING SPECIALIST
EVALUATION FORM

☐ **Observation** ☐ **Evaluation**

Teacher:_____ **Date:** _____

PSYCHOLOGIST / SPEECH AND LANGUAGE THERAPIST::	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
1. Demonstrates compliance with federal, state and district policies and procedures regarding special education assessment, eligibility and program development. • Follows timeline for comprehensive assessment plan (Initials/triennials) • Annual Review of IEPs (within 12 months) • Maintains accurate and complete records/IEPs and prepares reports.	☐	☐	☐	☐	☐
2. Maintenance of professional relationship with students, parents, and staff	☐	☐	☐	☐	☐
3. Uses assessments to guide instruction to develop appropriate IEP goals, objectives and program	☐	☐	☐	☐	☐
4. Engages and supports all students in learning, as applicable	☐	☐	☐	☐	☐
5. Creates and maintains effective environments for student learning, as applicable	☐	☐	☐	☐	☐
EVIDENCE / COMMENTS					
EVALUATEE'S COMMENTS					

Administrator's Signature / Date

Evaluatee's Signature ** / Date*

Assistance Plan Required ☐

** Signature Does Not Indicate Agreement HR1

NOTE:
Joint Evaluation Committee recommends

SAN YSIDRO SCHOOL DISTRICT
Standards-Based Observation/Evaluation Form
Permanent Certificated

Teacher _____ **School** _____

Employment Status:
_____Permanent
_____

Teaching Assignment:
_____ K-8 classroom teacher _____Preschool/CDC Teacher
Grade _____ Subject_____
_____ Special Education Position_____
_____ Support Staff Position_____

Submit Lesson Plan prior to scheduled observation

BTSA Participant: Yes/No (circle one)

By November 30th 1st Formal Observation	☐ Scheduled **(enter dates)**	Circle one Announced - Unannounced
Pre-Conference (optional) _____/_____/_____ Observation _____/_____/_____ Post-Conference _____/_____/_____		

By March 1st 2nd Formal Observation	☐ Scheduled **(enter dates)**	Circle one Announced - Unannounced
Pre-Conference (optional) _____/_____/_____ Observation _____/_____/_____ Post-Conference _____/_____/_____		

Final Evaluation: ___/___/___ **Due May 1st**

Administrator's Signature _____ Date ___/___/___

Evaluatee's Signature _____Date ___/___/___

This document will be placed in your Personnel File in ten days. A written response may be attached to this document at any time.

SAN YSIDRO SCHOOL DISTRICT
Standards-Based Observation/Evaluation Form
Temporary/Probationary Certificated

Teacher _____ **School** _____

Employment Status:
_____ Temporary teacher
_____ Probationary 1
_____ Probationary 2

Teaching Assignment:
_____ K-8 classroom teacher _____Preschool/CDC Teacher
Grade _____ Subject_____
_____ Special Education Position_____
_____ Support Staff Position_____

Submit Lesson Plan prior to scheduled observation

BTSA Participant: Yes/No (circle one)

By November 30th 1st Formal Observation	□ Scheduled **(enter dates)**	Circle one Announced - Unannounced
Pre-Conference (optional) _____/_____/_____ Observation _____/_____/_____ Post-Conference _____/_____/_____		

Mid Year Evaluation: ___/___/___ **Due November 30th**

By February 15th 2nd Formal Observation	□ Scheduled **(enter dates)**	Circle one Announced - Unannounced
Pre-Conference (optional) _____/_____/_____ Observation _____/_____/_____ Post-Conference _____/_____/_____		

Final Evaluation: ___/___/___ **Due February 15th**

Administrator's Signature _____ Date ___/___/___

Evaluatee's Signature _____Date ___/___/___

This document will be placed in your Personnel File in ten days. A written response may be attached to this document at any time.

SAN YSIDRO SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT EVALUATION FORM

☐ **Observation** ☐ **Evaluation**

Evaluatee:_____ **Date:** _____

Administrator _____ **School**_____ ☐ **Scheduled** ☐ **Unannounced**

Time: _____ **to** _____ **Grade/Subject:** _____ **Room:** _____

TEACHER ON SPECIAL ASSIGNMENT:	Exceeds Professional Standards	Consistent with Professional Standards	Approaching Standards (Needs Improvement)	*Does not meet Minimum Standards (Unsatisfactory)	Not Observed
1. Assumes a leadership role with District and site personnel to collaboratively develop, implement, and evaluate comprehensive academic programs for the District.	☐	☐	☐	☐	☐
2. Plans, facilitates, and attends grade-level or content department meetings and groups to assist teachers in utilizing data to align instruction to content standards and research. Assist teachers with the implementation of educational technology platforms.	☐	☐	☐	☐	☐
3. Maintenance of professional relationships with staff.	☐	☐	☐	☐	☐
4. Assist District and site personnel to learn/implement research-based practices and Professional development to improve learning for all students as needed.	☐	☐	☐	☐	☐
5. Assist with District and State assessments.	☐	☐	☐	☐	☐
EVIDENCE / COMMENTS					
EVALUATEE'S COMMENTS					

Administrator's Signature / Date

Evaluatee's Signature ** / Date*

Assistance Plan Required ☐

** Signature Does Not Indicate Agreement

NOTE:
Joint Evaluation Committee Revised
(Date of Board Contract Ratification)

San Ysidro School District

CERTIFICATED GROWTH PLAN

Employee Name:	**Job Title:**
School/Location:	**Grade/Subject:**
Administrator:	**Date:**
☐ **Temporary** ☐ **Probationary (☐1 ☐2)** ☐ **Permanent**	

Goals for Improvement & Areas of Concern: *(1 or more goals for improvement may be identified below by the supervisor.)*

-
-

Action Plan:

-
-
-
-

Support Provided:

1. *Frequency of Growth Plan Meetings: (weekly, bi-weekly or monthly)*
   -
   -
2. *Professional Development (which may include, classroom observations, resources, training, and/or Mentoring/Coaching:*
   -
   -

Goals (Progress monitoring): *Section to be completed at all follow up meetings.* *Date Met:*_____

-
-

Goals (Progress monitoring): *Section to be completed at all follow up meetings.* *Date Met:*_____

-
-

Goals (Progress monitoring): *Section to be completed at all follow up meetings.* *Date Met:*_____

-
-

Employee Signature: _____ **Supervisor Signature:**_____

Date:_____ **Date:**_____

☐ Teacher has successfully completed the Growth Plan. Date:_____

☐ Growth Plan has been extended. Date: _____

HR1

ARTICLE 18. COMPENSATION AND FRINGE BENEFITS

A. Compensation.

The certificated salary schedule shall be increased by **5%** effective January 1, 2024 and 2% effective January 1, 2025.

B. Immediately following the ratification of this Agreement by both parties, the following proposed hourly rates shall be effective. The rates shall be paid in accordance with past practice and apply to those professional assignments which occur outside the unit member's contractual duty day and are authorized by the site administrator and approved by the Governing Board. Such assignments would be in-district, unless otherwise authorized by the Superintendent or his/her designee, and the District shall be the sole determiner as to whether the activity is covered by this Article.

Student Contact Time: Hourly rate based on Range 3, Step 7 of the current salary schedule

Non-Student Contact Time: Hourly rate based on Range 3, Step 1 of the current salary schedule

C. Fringe Benefits:

1. Eligible employees may select the type of plan and carrier approved by the District for medical, dental, vision, and life insurance benefits.

2. The District on an annual basis shall establish a "pool" to implement the District's maximum contribution per eligible employee. All eligible District certificated employees shall be placed into one (1) combined pool. Effective January 1, 2024, the pool shall be equal, on an annualized basis to the product of Eleven Thousand, Five Hundred ($11,500) times the number of eligible employees. The utilization of a pool approach shall allow an individual eligible employee to receive a District contribution of less or more than $11,500 per year, but in no event shall the total amount contributed by the District be less than the product $11,500 times the number of eligible employees on an annualized basis. In the event that the total amount in the pool is not sufficient to cover the costs for all eligible employees, the cost in excess of the total amount in the pool shall be paid by eligible employees whose plans exceed $11,500 on a proportionate basis according to the full costs of their respective plans.

3. The District shall allow qualified unit members to enroll in the Medicare program.

4. As long as a single pool for all employees is maintained, the District shall ensure that its contribution to the pool is no less than the current "per employee" contribution, as set forth above in Section D.2, and at least as much as the total annual premium costs for employee only coverage for health, dental, vision and life in the HMO plans available in each of those categories. The District will also work with its insurance administrator, currently VEBA, to maintain compliance with all provisions of any contract between the District and its insurance administrator.

ARTICLE 28 TERM

A. This agreement shall be effective through June 30 2025.

B The parties may mutually agree to reopen any article during the period covered by this agreement.

Date: 2/15/24

For San Ysidro School District:

Date: 2/15/24

For San Ysidro Education Association

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: AB1200 AND MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SAN YSIDRO CHAPTER NO. 154

BACKGROUND INFORMATION:
On January 30, 2024, the San Ysidro School District and the California School Employees Association (CSEA) entered into a tentative Memorandum of Understanding regarding Reclassifications for the 2023-24 school year.

The reclassifications set forth in Exhibit A, B and the revised job descriptions in Exhibit C shall be implemented retroactively to July 1, 2023 effective upon approval by the Governing Board. Other modifications include changes in work hours and days, reimbursement of EPA certification renewal fees.

RECOMMENDATION:
Approve/Ratify the submittal of AB1200 to the San Diego County Office of Education and approval of the Memorandum of Understanding with the California School Employees Association (CSEA) and its San Ysidro Chapter No. 154 related to Reclassification of Positions.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	
2023-24 $270,367.00 (Amount)	General , Child Development & CNS (Name of funding source and/or location)	

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	SAN YSIDRO SCHOOL DISTRICT	
Name of Bargaining Unit:	CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)	
Certificated, Classified, Other:	Classified	RECLASSIFICATIONS

The proposed agreement covers the period beginning: July 1, 2023 (date) and ending: June 30, 2024 (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	2022-23	2023-24	2024-25
% Increase			

The Governing Board will act upon this agreement on: February 29, 2024 (date)

Budget Revisions to be adopted by: (no later than 45 days after approval) April 14, 2024 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation Fund 01- General Fund		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and overlapping agreements)		
		Annual Cost Prior to Proposed Settlement 23-24 Adopted Budget	Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
1.	**Salary Schedule**	$ 3,585,474	$ 196,365.47	$ 91,616.83	$ 37,486.89
	On-Schedule increase		5.48%	2.42%	0.97%
2.	**Step & Column** Increase or decrease in the cost of step & column as a result of the settlement	$ 1			
			0.00%	0.00%	0.00%
3.	**Other Compensation** Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc		$ 600.00	$ 600.00	$ 600.00
4.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 1,340,250.44	$ 73,401	$ 34,246	$ 14,013
			5.48%	2.42%	0.97%
5.	**Health/Welfare Plans**			-	-
6.	**Total Bargaining Unit Compensation** Add Items 1 through 5 to equal 6	$ 4,925,725	$ 270,367	$ 126,463	$ 52,099
			5.49%	2.43%	0.98%
7.	**Total Number of Bargaining Unit Employees/FTE**	219.45			
8.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 22,446	$ 1,232	$ 576	$ 237
			5.49%	2.43%	0.98%

Will this agreement trigger a "Me Too" agreement with another bargaining unit? **No**

Impact on Other Funds

Will this agreement have an impact on any other funds?		Annual Cost Prior to Proposed Settlement 23-24 Adopted Budget	Year 1 Increase/(Decrease) 2023-24	Year 2 Increase/(Decrease) 2024-25	Year 3 Increase/(Decrease) 2025-26
No	Adult Education Fund				
Yes	Child Development Fund	62,737	2,849	2,849	2,849
Yes	Cafeteria Fund	325,613	28,344	8,852	6,650
No	Other Enterprise Fund				
No	Other Fund	42,157	-	1,941	4,156

*Note: Cost of this settlement agreement is included in the 23-24 Adopted Budget.

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.

The Memorandum of Understanding between CSEA and SYSD regarding reclassifications is for the period of July 1, 2023 through June 30, 2024. THEREFORE, IT IS AGREED THAT: 1. The reclassifications set forth in Exhibit A and Exhibit B and the revised job descriptions in Exhibit C shall be implemented retroactively to July 1, 2023 effective upon approval by the Governing Board. 2. The Parties also agree to increase the hours of the Lead Child Nutrition Specialists from 7.5 to 8 hours effective upon the approval of this agreement by the governing board and ratification by CSEA and to increase the total work days from 209 to 213 effective beginning the 2023-2024 school year. 3. The Parties also agree to set the hours of the new Publication, Warehouse, and Technical Support Tech job classification at 8 hours upon approval of this agreement by the governing board and ratification by CSEA. 4. The Parties also agree that the required EPA certification renewal fees for Maintenance/HVAC classification shall reimbursed by the District with appropriate documentation beginning with the 2023-2024 school year.

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

There were no additional steps, columns or ranges were added to the salary schedules.

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

There were no changes in non-compensation items such as class size adjustments, staff development days, etc.

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 Parties agree to meet and develop an MOU regarding coverage for Instructional Health Care Assistants as needed by site.

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

2023-24	2024-25	2025-26
$ 3,000,000.00	$ 4,300,000.00	TBD

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

No contingency language is included in the proposed agreement.

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

No major revisions were made to other provisions within the agreement.

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund, Child Development Fund, Cafeteria Fund

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

The ongoing costs will be funded by the general fund, the child development fund and the cafeteria fund.

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.)

The ongoing costs will be funded by the general fund, the child development fund and the cafeteria fund.

SAN YSIDRO SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of First Interim)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 57,302,924			$ 57,302,924
Federal Revenue	8100-8299	$ 100,000		$ -	$ 100,000
Other State Revenue	8300-8599	$ 835,950			$ 835,950
Other Local Revenue	8600-8799	$ 100,000		$ -	$ 100,000
TOTAL REVENUES		$ 58,338,874		$ -	$ 58,338,874
EXPENDITURES					
Certificated Salaries	1000-1999	$ 22,717,726			$ 22,717,726
Classified Salaries	2000-2999	$ 8,214,218	$ 196,965		$ 8,411,183
Employee Benefits	3000-3999	$ 10,552,568	$ 73,401		$ 10,625,969
Books and Supplies	4000-4999	$ 991,557		$ -	$ 991,557
Services and Other Operating Expenditures	5000-5999	$ 5,913,032		$ -	$ 5,913,032
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 271,000			$ 271,000
Transfers of Indirect Costs	7300-7399	$ (2,019,229)		$ -	$ (2,019,229)
TOTAL EXPENDITURES		$ 46,640,872	$ 270,367	$ -	$ 46,911,239
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699		$ -		$ -
Contributions	8980-8999	$ (9,850,999)	$ -	$ -	$ (9,850,999)
OPERATING SURPLUS (DEFICIT)*		$ 1,847,003	$ (270,367)	$ -	$ 1,576,636
BEGINNING FUND BALANCE	9791	$ 3,522,680			$ 3,522,680
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 5,369,683	$ (270,367)	$ -	$ 5,099,316
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,000	$ -	$ -	$ 100,000
Restricted	9740				
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780	$ 2,253,958	$ (270,367)	$ -	$ 1,983,591
Reserve for Economic Uncertainties	9789	$ 3,015,725		$ -	$ 3,015,725
Unassigned/Unappropriated Amount	9790	$ 0	$ -	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SAN YSIDRO SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of First Interim)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 233,940		$ -	$ 233,940
Federal Revenue	8100-8299	$ 6,995,214		$ -	$ 6,995,214
Other State Revenue	8300-8599	$ 10,553,312		$ -	$ 10,553,312
Other Local Revenue	8600-8799	$ 3,402,760			$ 3,402,760
TOTAL REVENUES		$ 21,185,225		$ -	$ 21,185,225
EXPENDITURES					
Certificated Salaries	1000-1999	$ 6,795,247		$ -	$ 6,795,247
Classified Salaries	2000-2999	$ 4,434,841	$ -	$ -	$ 4,434,841
Employee Benefits	3000-3999	$ 8,099,238	$ -	$ -	$ 8,099,238
Books and Supplies	4000-4999	$ 9,474,224		$ -	$ 9,474,224
Services and Other Operating Expenditures	5000-5999	$ 21,046,269			$ 21,046,269
Capital Outlay	6000-6999	$ 1,974,720			$ 1,974,720
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 1,788,385		$ -	$ 1,788,385
TOTAL EXPENDITURES		$ 53,612,924	$ -	$ -	$ 53,612,924
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -		$ -
Contributions	8980-8999	$ 9,850,999	$ -	$ -	$ 9,850,999
OPERATING SURPLUS (DEFICIT)*		$ (22,576,700)	$ -	$ -	$ (22,576,700)
BEGINNING FUND BALANCE	9791	$ 25,252,714			$ 25,252,714
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,676,014	$ -	$ -	$ 2,676,014
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,676,014	$ -	$ -	$ 2,676,014
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of First Interim)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 57,536,864		$ -	$ 57,536,864
Federal Revenue	8100-8299	$ 7,095,214		$ -	$ 7,095,214
Other State Revenue	8300-8599	$ 11,389,262		$ -	$ 11,389,262
Other Local Revenue	8600-8799	$ 3,502,760		$ -	$ 3,502,760
TOTAL REVENUES		$ 79,524,099		$ -	$ 79,524,099
EXPENDITURES					
Certificated Salaries	1000-1999	$ 29,512,973	$ -	$ -	$ 29,512,973
Classified Salaries	2000-2999	$ 12,649,059	$ 196,965	$ -	$ 12,846,025
Employee Benefits	3000-3999	$ 18,651,806	$ 73,401	$ -	$ 18,725,207
Books and Supplies	4000-4999	$ 10,465,781		$ -	$ 10,465,781
Services and Other Operating Expenditures	5000-5999	$ 26,959,301		$ -	$ 26,959,301
Capital Outlay	6000-6999	$ 1,974,720		$ -	$ 1,974,720
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 271,000		$ -	$ 271,000
Transfers of Indirect Costs	7300-7399	$ (230,844)		$ -	$ (230,844)
TOTAL EXPENDITURES		$ 100,253,796	$ 270,367	$ -	$ 100,524,163
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (20,729,696)	$ (270,367)	$ -	$ (21,000,063)
BEGINNING FUND BALANCE	9791	$ 28,775,394			$ 28,775,394
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 8,045,698	$ (270,367)	$ -	$ 7,775,331
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,000	$ -	$ -	$ 100,000
Restricted	9740	$ 2,676,014	$ -	$ -	$ 2,676,014
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 2,253,958	$ (270,367)	$ -	$ 1,983,591
Reserve for Economic Uncertainties	9789	$ 3,015,725	$ -	$ -	$ 3,015,725
Unassigned/Unappropriated Amount	9790	$ 0	$ -	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

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:

SAN YSIDRO SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA

	Object Code	2023-24 Total Revised Budget After Settlement	2024-25 First Subsequent Year After Settlement	2025-26 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 57,302,924	$ 56,605,760	$ 57,660,753
Federal Revenue	8100-8299	$ 100,000	$ 100,000	$ 100,000
Other State Revenue	8300-8599	$ 835,950	$ 803,295	$ 790,155
Other Local Revenue	8600-8799	$ 100,000	$ 100,000	$ 100,000
TOTAL REVENUES		$ 58,338,874	$ 57,609,055	$ 58,650,908
EXPENDITURES				
Certificated Salaries	1000-1999	$ 22,717,726	$ 23,072,080	$ 23,333,522
Classified Salaries	2000-2999	$ 8,411,183	$ 8,470,718	$ 8,551,711
Employee Benefits	3000-3999	$ 10,625,969	$ 11,823,288	$ 11,991,038
Books and Supplies	4000-4999	$ 991,557	$ 916,256	$ 760,105
Services and Other Operating Expenditures	5000-5999	$ 5,913,032	$ 6,023,458	$ 5,882,477
Capital Outlay	6000-6999	$ -	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 271,000	$ 271,000	$ 271,000
Transfers of Indirect Costs	7300-7399	$ (2,019,229)	$ (804,655)	$ (825,898)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 46,911,239	$ 49,772,146	$ 49,963,955
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ (9,850,999)	$ (9,734,529)	$ (9,934,529)
OPERATING SURPLUS (DEFICIT)*		$ 1,576,636	$ (1,897,620)	$ (1,247,576)
BEGINNING FUND BALANCE	9791	$ 3,522,680	$ 5,099,316	$ 3,201,697
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 5,099,316	$ 3,201,697	$ 1,954,121
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,000	$ 100,000	$ 100,000
Restricted	9740			
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ 1,983,591	$ 775,011	
Reserve for Economic Uncertainties	9789	$ 3,015,725	$ 2,326,686	$ 1,854,121
Unassigned/Unappropriated Amount	9790	$ 0	$ 0	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SAN YSIDRO SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

	Object Code	2023-24 Total Revised Budget After Settlement	2024-25 First Subsequent Year After Settlement	2025-26 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 233,940	$ 233,940	$ 233,940
Federal Revenue	8100-8299	$ 6,995,214	$ 3,064,469	$ 3,064,469
Other State Revenue	8300-8599	$ 10,553,312	$ 10,540,029	$ 10,534,683
Other Local Revenue	8600-8799	$ 3,402,760	$ 3,158,770	$ 3,158,770
TOTAL REVENUES		$ 21,185,225	$ 16,997,208	$ 16,991,862
EXPENDITURES				
Certificated Salaries	1000-1999	$ 6,795,247	$ 5,201,576	$ 5,305,607
Classified Salaries	2000-2999	$ 4,434,841	$ 3,808,798	$ 3,884,974
Employee Benefits	3000-3999	$ 8,099,238	$ 6,934,054	$ 7,038,957
Books and Supplies	4000-4999	$ 9,474,224	$ 6,367,613	$ 5,108,363
Services and Other Operating Expenditures	5000-5999	$ 21,046,269	$ 4,905,184	$ 4,934,681
Capital Outlay	6000-6999	$ 1,974,720	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -	$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 1,788,385	$ 566,816	$ 581,780
Other Adjustments			$ -	
TOTAL EXPENDITURES		$ 53,612,924	$ 27,784,041	$ 26,854,363
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 9,850,999	$ 9,734,529	$ 9,934,529
OPERATING SURPLUS (DEFICIT)*		$ (22,576,700)	$ (1,052,304)	$ 72,028
BEGINNING FUND BALANCE	9791	$ 25,252,714	$ 2,676,014	$ 1,623,710
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 2,676,014	$ 1,623,710	$ 1,695,739
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 2,676,014	$ 1,623,710	$ 1,695,739
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SAN YSIDRO SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

	Object Code	2023-24 Total Revised Budget After Settlement	2024-25 First Subsequent Year After Settlement	2025-26 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 57,536,864	$ 56,839,700	$ 57,894,693
Federal Revenue	8100-8299	$ 7,095,214	$ 3,164,469	$ 3,164,469
Other State Revenue	8300-8599	$ 11,389,262	$ 11,343,324	$ 11,324,838
Other Local Revenue	8600-8799	$ 3,502,760	$ 3,258,770	$ 3,258,770
TOTAL REVENUES		$ 79,524,099	$ 74,606,263	$ 75,642,770
EXPENDITURES				
Certificated Salaries	1000-1999	$ 29,512,973	$ 28,273,656	$ 28,639,129
Classified Salaries	2000-2999	$ 12,846,025	$ 12,279,516	$ 12,436,686
Employee Benefits	3000-3999	$ 18,725,207	$ 18,757,342	$ 19,029,995
Books and Supplies	4000-4999	$ 10,465,781	$ 7,283,869	$ 5,868,468
Services and Other Operating Expenditures	5000-5999	$ 26,959,301	$ 10,928,642	$ 10,817,158
Capital Outlay	6000-6999	$ 1,974,720	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 271,000	$ 271,000	$ 271,000
Transfers of Indirect Costs	7300-7399	$ (230,844)	$ (237,839)	$ (244,118)
Other Adjustments		$ -	$ -	$ -
TOTAL EXPENDITURES		$ 100,524,163	$ 77,556,187	$ 76,818,318
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (21,000,063)	$ (2,949,924)	$ (1,175,548)
BEGINNING FUND BALANCE	9791	$ 28,775,394	$ 7,775,331	$ 4,825,407
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,775,331	$ 4,825,407	$ 3,649,859
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,000	$ 100,000	$ 100,000
Restricted	9740	$ 2,676,014	$ 1,623,710	$ 1,695,739
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ 1,983,591	$ 775,011	$ -
Reserve for Economic Uncertainties	9789	$ 3,015,725	$ 2,326,686	$ 1,854,121
Unassigned/Unappropriated Amount	9790	$ 0	$ 0	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SAN YSIDRO SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2023-24	2024-25	2025-26
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 100,524,163	$ 77,556,187	$ 76,818,318
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 100,524,163	$ 77,556,187	$ 76,818,318
d.	Projected P-2 ADA	3,788	3,712	3,638
e.	State Standard Minimum Reserve Percentage for this District	3.00%	3.00%	3.00%
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)	$ 3,015,725	$ 2,326,686	$ 2,304,550

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 3,015,725	$ 2,326,686	$ 1,854,121
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 0	$ 0	$ 0
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 3,015,725	$ 2,326,686	$ 1,854,121
f.	Reserve for Economic Uncertainties Percentage	3.00%	3.00%	2.41%

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

	Yes		No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	
2025-26	Yes		No	X

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

The Board approved the 24-25 budget reduction plan in the amount of $4.3 million.

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:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 301,560
Ending Balance(s) Increase/(Decrease)	$ (301,560)

Subsequent Years- All Funds

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	
Expenditures/Other Financing Uses	$ 205,859
Ending Balance(s) Increase/(Decrease)	$ (205,859)

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.**

Gina [illegible]

District Superintendent (Signature) — **Date:** 02/18/24

◉ 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.**

Marilyn [illegible]

Chief Business Official (Signature) — **Date:** 02/18/24

Contact Person: MARILYN ADRIANZEN — Telephone Number: 619-428-4476

Parent/Teacher Organization Contact Information (attach additional page if more space is needed) — E-mail address

SAN YSIDRO SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
SAN YSIDRO CHAPTER # 154

Memorandum of Understanding
Regarding Reclassifications for the 2023-2024 School Year

This Memorandum of Understanding (hereinafter, "M0U") is entered into by and between the San Ysidro School District (hereinafter, "District") and the California School Employees Association and its San Ysidro Chapter #154 (hereinafter, "CSEA").

WHEREAS, the parties have come together to negotiate the impacts of the proposed reclassifications of the positions listed in Exhibit A.

WHEREAS, the parties have come together to negotiate the impacts of the proposed reclassifications of the unit members listed in Exhibit B.

WHEREAS, the parties have come together to negotiate the revised job descriptions attached in Exhibit C.

THEREFORE, IT IS AGREED THAT:

1. The reclassifications set forth in Exhibit A and Exhibit B and the revised job descriptions in Exhibit C shall be implemented retroactively to July 1, 2023 effective upon approval by the Governing Board.

2. The Parties also agree to increase the hours of the Lead Child Nutrition Specialists from 7.5 to 8 hours effective upon the approval of this agreement by the governing board and ratification by CSEA and to increase the total work days from 209 to 213 effective beginning the 2023-2024 school year.

3. The Parties also agree to set the hours of the new Publication, Warehouse, and Technical Support Tech job classification at 8 hours upon approval of this agreement by the governing board and ratification by CSEA.

4. The Parties also agree that the required EPA certification renewal fees for Maintenance/HVAC classification shall reimbursed by the District with appropriate documentation beginning with the 2023-2024 school year.

5. The Parties agree to meet and develop an MOU regarding coverage for Instructional Health Care Assistants as needed by site.

6. This agreement is non-precedent setting and nothing in this agreement is intended to establish a past practice.

Signed this 30th day of **January 2023.**

DISTRICT	**CSEA**
Director of HR 1/31/2024	Chapter President 1/30/2024
1/31/2024	CSEA Labor Relations Representative 1/30/2024

Exhibit A

The following positions shall be reclassified to include a revised job description and the following step movement. The revised job descriptions are attached.

Position	Current Step	Agreed Step
1. Custodian	9-13	10-14
2. Data Support Specialist	16-20	18-22
3. Inst. Health Care Asst.	9-13	11-15
4. Maintenance /HVAV	15-19	17-21
5. Maintenance/Plumber	15-19	17-21
6. Maintenance/Locksmith	15-19	17-21
7. Outreach Consultant	15-19	16-20
8. Publication, Warehouse, Tech Support Technician (new title)	12-16	14-18
9. Transportation Operation Tech	15-19	16-20
10. Maintenance Person	14-18	16-20

Exhibit B

The following employee shall be reclassified to an existing position.

Employee ID	Current Position	New Position	Agreed Steps
1. 129296	Admin Clerk II	Admin Sec I	12
2. 451805	Admin Sec I	Admin Sec II	13
3. 474021	Accounting Tech III	MOTF Accounting and Procurement Specialist	20
4. 460422	Admin Sec II	Pro Admin Sec III	18
5. 274822	Admin Sec II	Admin Sec III.	18

2023-2024 SAN YSIDRO SCHOOL DISTRICT
Classified Employee Calendar

10 Months

Work Days	181
Holidays	18
Mandatory Vacation Days	10
Non-Work Days	51

Additional Vacation Days with Approval

1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
2	4	5	7	8

209 Work Year

2/9/2023
Board Approved

M T W TH F	Student Days	Work Days	Holidays ▭	Vacation Days ○	Non-Wrk Days	Holidays
July, 2023						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	6	7	1	0	13	7/4 - Independence Day - Legal Holiday
August, 2023						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	23	23	0	0	0	
September, 2023						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	15	15	1	0	5	9/4 - Labor Day - Legal Holiday 9/25 - 10/9 Student Fall Break
October, 2023						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	16	16	0	0	6	
November, 2023						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30	16	16	4	0	2	11/10 - In Lieu of Veteran's Day - Legal Holiday 11/22 - Admission Day - Legal Holiday 11/23 - Thanksgiving - Legal Holiday 11/24 - Thanksgiving - Local Holiday
December, 2023						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	11	11	4	0	6	12/18 - 1/8 Student Winter Break 12/22 - In lieu of Christmas Eve - Legal Holiday 12/25 - Christmas Day - Legal Holiday 12/28 - CSEA Floating Holiday 12/29 - In Lieu of New Year's Eve - Legal Holiday
January, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	16	16	2	4	1	1/1 - New Year's Day - Legal Holiday 1/15 - Martin Luther King Jr. - Legal Holiday
February, 2024						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29	19	19	2	0	0	2/16 - A. Lincoln - Legal Holiday 2/19 - G. Washington - Legal Holiday
March, 2024						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	11	11	2	6	2	3/18 - 3/29 Student Spring Break 3/28 - Spring Holiday 3/29 - Cesar Chavez - Local Holiday
April, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	22	22	0	0	0	
May, 2024						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	22	22	1	0	0	5/27 - Memorial Day - Legal Holiday
June, 2024						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	3	3	1	0	16	6/19 - Juneteenth - Legal Holiday

Bus Driver
Campus Aide
Campus Security
Child Nutrition Specialist
Instructional Aide (Elementary & Preschool)
Instructional Aide Special Education
Instructional Health Care Assistant
Lead Campus Security
Lead Child Nutrition Specialist
Licensed Vocational Nurse
Locker Room Attendant
Outreach Consultant
Testing Assistant

2023-2024

SAN YSIDRO SCHOOL DISTRICT

Classified Employee Calendar

10 Months

Work Days	185
Holidays	18
Mandatory Vacation Days	10
Non-Work Days	47

Additional Vacation Days with Approval	1-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
	2	4	5	7	8

213 Work Year

2/9/2023
Board Approved

M T W TH F	Student Days	Work Days	Holidays ▭	Vacation Days ○	Non-Wrk Days	Holidays
July, 2023						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	6	9	1	0	11	7/4 - Independence Day - Legal Holiday
August, 2023						
1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	23	23	0	0	0	
September, 2023						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	15	15	1	0	5	9/4 - Labor Day - Legal Holiday 9/25 - 10/9 Student Fall Break
October, 2023						
2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	16	17	0	0	5	
November, 2023						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30	16	16	4	0	2	11/10 - In Lieu of Veteran's Day - Legal Holiday 11/22 - Admission Day - Legal Holiday 11/23 - Thanksgiving - Legal Holiday 11/24 - Thanksgiving - Local Holiday
December, 2023						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	11	11	4	0	6	12/18 - 1/8 Student Winter Break 12/22 - In lieu of Christmas Eve - Legal Holiday 12/25 - Christmas Day - Legal Holiday 12/26 - CSEA Floating Holiday 12/29 - In Lieu of New Year's Eve - Legal Holiday

M T W TH F	Student Days	Work Days	Holidays ▭	Vacation Days ○	Non-Wrk Days	Holidays
January, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	16	16	2	4	1	1/1 - New Year's Day - Legal Holiday 1/15 - Martin Luther King Jr. - Legal Holiday
February, 2024						
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29	19	19	2	0	0	2/16 - A. Lincoln - Legal Holiday 2/19 - G. Washington - Legal Holiday
March, 2024						
1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	11	11	2	6	2	3/18 - 3/29 Student Spring Break 3/28 - Spring Holiday 3/29 - Cesar Chavez - Local Holiday
April, 2024						
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	22	22	0	0	0	
May, 2024						
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	22	22	1	0	0	5/27 - Memorial Day - Legal Holiday
June, 2024						
3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	3	4	1	0	15	6/19 - Juneteenth - Legal Holiday

Child & Families Project Facilitator
Testing Assistant
Instructional Aide (Elementary & Preschool)
Instructional Health Care Assistant
Instructional Aide Special Education

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance Person
DEPARTMENT: Maintenance/Operations
FLSA: Non-Exempt

REPORTS TO: Director of MOTF
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps ~~14-18~~ 16-20

REVISED: ~~September 2022~~ December 2023

Board Approved: ~~October 2022~~ January 2024

BASIC FUNCTION: Under the direction of the Director of Maintenance, Operations & Facilities, the Maintenance Person shall work independently, as a member of a crew, or with the assistance of other personnel in the performance of his duties. His normal areas of responsibility shall include tasks associated with the building trades such as carpentry, painting, electrical, plumbing, and others.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Responsible for alteration and repair of existing structures, or any portion thereof.
- Responsible for the construction of new structures, or items that may be used in the alteration, repair, or construction of an item necessary for his work, or that of others.
- Responsible for the repair and construction of furniture, cabinets, and other items essential to the operation of any school, or department.
- Responsible for the correct mixing and application sequence of all materials.
- Responsible for the preparation of all surfaces to be covered with a protective and/or decorative coating.
- Responsible for the brush, roller, or gun application of paints, varnishes, shellac, lacquer, and other types of protective and/or decorative finishes to existing of new structures, parts of a structures, cabinets, furniture, etc.
- Responsible for the repair of plaster, stucco, concrete, brick, blocks, or other such damage, or the utilization of any of these materials in the alteration or construction of a facility.
- Responsible for installation, maintenance, and minor repairs to electrical motors, bells, clocks, lighting, control, equipment, and other items utilizing electricity for power.
- Responsible for installation, maintenance, and minor repair of conduit.
- Responsible for the inspection of wiring, fixtures, and other items associated with electricity being used as a source of power.
- Responsible for maintenance and repair of air conditioning, heating, and ventilation systems.
- Responsible for maintenance and repair of district appliances as refrigerators, stoves, vacuums, dishwashers, etc.
- Responsible for the installation of plumbing such as pipes, traps, valves, etc. for both water and/or gas.
- Responsible for repair and maintenance of plumbing installation such as pipes, faucets, traps, drains, valves, flushes, drains, sprinkler systems, etc. for both water and/or maintenance.
- Responsible for the maintenance and operation of the sewer systems.
- Responsible for the repair and installation of the various types of flooring materials in existing and/or new facilities.
- Responsible for installation of others materials such as formica, tile, etc. where flooring materials may not be suitable.
- Replaces and/or installs windows and keeps them operational.
- Installs, repairs and changes locks.
- Responsible for keeping accurate and efficient records.

- Responsible for the care, maintenance, repair, and safe operation of all tools, equipment, vehicles keys, etc. entrusted to or used by him.
- Responsible for the cleanliness of the tools, equipment, vehicles, and areas of work.
- Responsible for the operation of trucks, forklifts, tractors, and welding equipment.
- Responsible for moving furniture and equipment on special occasions.
- The maintenance person shall have and be responsible for a master key to every building.
- The maintenance person shall be on 24-hour call as scheduled.
- The maintenance person shall seek to improve his professional background through additional training related to his work that may be expected of him due to changing conditions.
- The maintenance person shall assume other adjunct duties as may be assigned due to the needs of the district.
- Careful of appearance, posture, grooming, dress, and relationships with other people.
- Maintains a professional working relationship with other employees.
- Accepts criticism from supervisors and takes positive action in light of such criticism.
- Demonstrates qualities of initiative, dependability, resourcefulness, industry, and good judgment.
- Cooperates with other staff member and those with whom he comes in contact as a result of his work.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Understand and carry out oral and written instructions.
- Communicate effectively with others.
- Safe driving practices and procedures.
- Effective driving procedures to insure low maintenance costs.
- Thorough knowledge of California Motor Vehicle Code, Title V, the Education Code requirements pertaining to pupil transportation in addition to district requirements.
- Thorough knowledge of the school district and San Diego streets, etc.
- Thorough knowledge of the mechanical functions of instruments, electrical, air, hydraulics, gas and other systems, apparatus, etc. required to make the bus mobile.

ABILITIES:

- Able to accurately compete records.
- Ability to pass physical examination as required.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent.
- Strong fundamental knowledge of the proper care, maintenance, appropriate and safe usage of all materials, tools, equipment, vehicles, etc. used in maintenance work.
- Ability to understand and use oral and written communication effectively.
- Ability to perform mathematical calculations required in the performance of maintenance duties.
- Strong fundamental knowledge of and the ability to perform the various tasks associated with carpentry, painting, electrical, plumbing, flooring, glazing, locksmithing, and other trades utilized in the maintenance of school district facilities.
- Physical ability to perform the tasks required of maintenance personnel.

- Valid California Driver's License (School Bus and Automotive) and carries personal automobile insurance (Liability).
- Valid telephone number and address on file at all times.
- Two years' experience in the building trades, or equivalent experience and/or training.

WORKING CONDITIONS:

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, with electrical hazards, dangerous equipment (i.e., table and band saws), inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Applicants must be able to: stand, walk, lift up to 75 lbs., carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel repeatedly, reach overhead, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear well, have depth perception and color vision and be able to distinguish shades, and see small details clearly.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Data Support Specialist
~~Technology~~ Director of Education Technology

REPORTS TO: ~~Coordinator, Information~~
DEPARTMENT: Business and Operations
CLASSIFICATION: Classified (12 month)

FLSA: Non-Exempt

SALARY: Classified Schedule Steps ~~16-20~~ 18-22

REVISED: ~~February 2016~~ December 2023

Board Approved: ~~June 23, 2016~~ January 2024

BASIC FUNCTION: Under the supervision of the ~~Coordinator, Information Technology~~ Director of Education Technology, the Data Support ~~Technician~~ Specialist will review data for California Longitudinal Pupil Achievement Data System (CALPADS). The Data Support Technician will work collaboratively with department staff to help support the student system, prepare documentation, assist users with district applications, and maintain district systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Communicate effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
- Learn new software quickly and thoroughly, and demonstrate the ability to effectively share knowledge with others.
- Manipulate large sets of data that require attention to detail.
- Participate in meetings, seminars, conferences and/or other trainings for the purpose of being informed of new developments in managing information systems, especially in relation to state regulations governing student information and other state and federal requirements.
- ~~Prepare and maintain detailed documentation of CALPADS processes and other systems supported by the department.~~
- Prepare, review, verify, correct, transmit, and maintain Education Services-related data and ensure accuracy of data transferred between the district student systems and CALPADS and other student data systems regularly.
- Prepare, maintain, and monitor student documentation related to reclassification of English Learner (EL) status.
- Enter, review, correct, and maintain student data in Student Information Systems regularly to ensure students are accurately assessed, placed, and monitored.
- Provide Student Information System training to school staff, and help with initial setup.
- Coordinate with various district departments to ensure federal, state, and district reporting requirements are met. and provide appropriate data as directed/requested to SDCOE and other agencies.
- Enter, prepare, revise, and provide documentation for state and local assessments (including CAASPP, CAA, ELPAC Initial & Summative, and local assessments).
- In collaboration with the Technology Department, manage Illuminate SIS (username, password, troubleshooting various issues).
- ~~Prepare and provide state and federal submission reports to various departments and staff members.~~
- ~~Prepare, review, diagnose, correct, transmit and maintain CALPADS data on a regular basis to ensure accuracy of various submissions.~~
- Provide assistance with various district supported software and applications to site users, creating proper user accounts for the purpose of accessing the district network and applications.
- ~~Transfer data between the district student system and CALPADS on a daily basis.~~

- Use Microsoft Office Word and Excel in order to manipulate data.
- Work collaboratively with department staff to support and maintain the district student system, other systems and state and federal reporting.
- Work in a team-oriented environment and possess the flexibility to help as needed.
- Work with large sets of data requiring attention to detail.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of computer operations; office application suites; and troubleshooting techniques for application software and peripheral equipment.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: processing a variety of complex and mandated reporting requirements, meeting deadlines; and operating standard office equipment and using pertinent software applications.

ABILITIES:

- Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with persons with diverse knowledge and skills; working as part of a team and working with frequent interruptions; and working with sensitive and confidential information.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- Two (2) years of advanced clerical experience working with data systems applications, and data input consisting of programs like CBEDS and CALPADS or other.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance/HVAC
DEPARTMENT: Business
FLSA: Non-Exempt

REPORTS TO: District Administrator
CLASSIFICATION: Classified (12 Month)
SALARY: Classified Salary Schedule (steps ~~15-19~~) 17-21

Revised: ~~**September 17, 2015**~~ **December 2023**

Board Approved: September 24, 2015
January 2024

BASIC FUNCTION: Under the supervision of the Maintenance, Operations, Transportation and Facilities Manager performs skilled journeyman level-work in the inspection, installation, repair and servicing of heating, ventilation, air-conditioning, refrigeration and related equipment, machinery and facilities; and performs related duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Inspects, repairs, modifies and installs heating and air-conditioning and ventilation equipment, including refrigeration and air-conditioning compressors, receivers, condensers, forced-air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.

- Conducts regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including water heaters, gas and electrically operated air-conditioning equipment, and makes necessary adjustments or repairs

- Repairs or replaces defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, high-limit controls, pressure controls, safety valves, and automatic gas valves.

- Lubricates and packs heating, ventilation, refrigeration and air-conditioning motors, pumps, fans and other equipment.

- Installs and calibrates HVAC systems

- Repairs and maintains furnace gas controls and engines, filters and condensing units; inspects, detects and repairs leaks; checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots.

- Operates a variety of hand and power tools, welders torch, vacuum pump and test equipment utilized in the trade.

- Performs skilled electrical maintenance work in the repair, installation and alteration of electrical equipment, components, timers, motors and wiring systems as needed; connects meters to control panels and panels to power sources.

- Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units, equipment and controls.

- Installs, rebuilds, replaces or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.

- Prepares cost estimates for projects and orders materials in accordance with established procedures.

- Works from sketches, plans, drawings, blueprints and specifications.

- Follows safe work practices and procedures; ensures proper safety precautions are observed.

- Observes and complies with relevant federal, state and local codes.

- Manages HVAC system via Energy Management System applications.

- Operates a personal computer and other office equipment.

- Assist in general maintenance projects and projects related to other trades as assigned.

KNOWLEDGE

- Methods, materials, and equipment appropriate to the area of responsibility.
- The tools, materials, and standard practices of the HVAC industry.
- Construction, installation, and maintenance of heating, ventilation, air-conditioning, and refrigeration systems and related equipment and facilities.
- Applicable laws and regulations, including plumbing and mechanical codes.

SKILLS

- Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air-conditioning and refrigeration systems and related equipment and facilities.
- Calibrate systems.
- Perform preventive maintenance and routine servicing of equipment.
- Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air conditioning units.
- Interpret and work from plans, diagrams and specifications.
- Understand and follow oral and written instructions
- Communicate orally and in writing
- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air-conditioning and refrigeration systems.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.

- Utilize computer systems including email, work order systems, and other basic computer programs used in the area of responsibility.

ABILITIES

- Establish and maintain effective working relationships with District management, staff and others encountered in the course of work,

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma or equivalent

PREFERRED QUALIFICATIONS:

- Completion of recognized Apprenticeship Program
- Four years of experience as a Journeyman in heating, ventilation, and air-conditioning and refrigeration trade

CERTIFICATIONS/LICENSES:

- A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.
- EPA Certification for HVAC Technician

WORKING CONDITIONS

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving District vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, working around and with machinery having moving parts, working from heights and in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practical. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Instructional Health Care Assistant
DEPARTMENT: As Assigned
FLSA: Non-Exempt

REPORTS TO: Site Principal
CLASSIFICATION: Classified (10 month)
SALARY: Classified Schedule Steps ~~9-13~~ 11-15

UPDATED: ~~September 2018~~ December 2023
Board Approved: ~~May 9, 2019~~ January 2024

BASIC FUNCTION: To assist in special education programs for the severely handicapped, and/or to work with students who have specific physical needs, by performing activities including behavioral management, feeding, lavatory care, and assistance on the bus to and from school and school-sponsored activities
Receives general supervision from a designated site administrator(s). Technical and functional supervision is provided by a special education teacher(s) and/or school nurse, or special education program coordinator.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Assist in training designated students in the basic academic and physical skills necessary to care for their individual needs.
- Lift, move, and/or diaper students to assist them in maintaining personal hygiene: dispose of catheterization bags: assist and train students in use of bathroom facilities.
- Adjust special equipment such as wheelchairs, lifts, braces, and walkers: position or reposition students in same.
- Set up meals trays: assist students with eating.
- Assist students in changing clothing or putting on garments: launder soiled clothing as needed.
- Assist in carrying out behavior modification programs prescribed by the classroom teachers including charting, time out supervision and self-defense.
- Assist teachers in training and instructing students in basic academic and social skills.
- Accompany students to their classrooms: assist in supervising students during playground activities, bus loading and unloading, outings, and other school related activities.
- Accompany students on the bus to assist in the supervision, loading, and unloading of students.
- Assist on operating audio-visual equipment, computers, copying machines and other equipment related to the instructional program.

- Assist in preparing special material and equipment for classroom use.
- Assist in maintaining student achievement records and other related records;
- Record daily attendance.
- Attend and participate, if required, in faculty/staff meetings.
- May participate, if required, in parent and student conferences.
- Assist in maintaining a neat, orderly and safe learning environment.
- Assist the nurse in providing post-seizure care, or provide care as needed.
- Assist the nurse in the administration of prescribed oral medications, as directed.
- Under immediate supervision, assist or train students with prescribed routine physical therapy and mobility programs.
- Perform substitute duties for absent IHCAs as needed by site.
- Perform other duties related to this position.

KNOWLEDGE OF:

- Basic arithmetic principles.
- English usage, spelling, grammar, and punctuation.
- Routine record keeping principles and practices.

ABILITIES:

- Learn the general purposes and goals of public and special education.
- Learn appropriate techniques for the physical management of special education students.
- Learn behavior modification techniques.
- Read, write and understand the English language.
- Make simple arithmetical calculations.
- Maintain routine records.
- Recognize limitations of special education students and encourage their participation in educational and occupation programs and activities.
- Assist the teacher(s) in the supervision of special education students.
- Administer assistance to students requiring personal care in their hygiene and lavatory needs.
- Perform moderate to heavy lifting, as required, in the care of students.
- Learn and utilize standard teaching aids applicable to the instructional program.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contracted in the course of work.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Successful completion of a proficiency test administered by the San Ysidro School District in basic reading, writing and mathematics skills training that would likely provide the

required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

  - One year of instructional assistant experience. Some experience working with the severely and profoundly handicapped is desirable.
  - Equivalent to the completion of the twelfth grade. Additional specialized training in child development, special education or a related field and health-related training is desirable.

- Possession of, or ability to obtain, an appropriate, valid California driver's license (if required). Some positions in the classification may not be required to drive a vehicle in the performance of duties.
- Possession of, or ability to obtain, a valid Food Handler's Certificate issued by the San Diego County Department of Health Services.
- Possession of a valid C.P.R. certificate.

WORKING CONDITIONS:

Indoor or outdoor classroom environment; riding on a school bus; exposure to bodily fluids, and cleaning agents and fumes.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting; or standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting pupils (maximum of 50 lbs.) in and out of restricted spaces.

SAN YSIDRO SCHOOL DISTRICT

TITLE: MAINTENANCE/LOCKSMITH
DEPARTMENT: Business
FLSA: Non-Exempt

REPORTS TO: District Administrator
CLASSIFICATION: Classified (12 Month)
SALARY: Classified Salary Schedule (Steps ~~15-19~~ 17-21

Revised: ~~**September 17, 2015**~~ **December 2023**

Board Approved: ~~**September 24, 2015**~~ **January 2024**

BASIC FUNCTION: Under the supervision of the Director of Maintenance, Operations, Transportation, and Facilities Manager the Maintenance/Locksmith will perform skilled duties in the installation, repair and maintenance of doors, locks, cabinets, closures and related parts; make and duplicate keys; maintain the District's master key system and related records.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Plan, organize and perform skilled locksmithing duties related to the installation, repair and maintenance of various locking devices including safes, door hardware, knobsets, padlocks, file cabinets, lockers, panic devices and other equipment.

- Install new locks; remove, open and repair locking devices, isolating and correcting needed repairs; clean internal parts and cylinders.

- Repair and hang wood and metal doors; install, replace or repair various door closure devices and knobsets; repair door jams as needed; determine needed replacement of out-dated or damaged door closure devices; weld metal parts, drill holes and install new hardware as needed.

- Re-key locks to match new or different key configurations; cut original or duplicate keys with and without key machine, patterns or guides; change and adjust lock combinations and key configurations as needed.

- Open key and safe locks using hand tools and special equipment; disassemble and repair padlocks, door and safe locks and other types of locks.

- Repair or replace tumblers, springs and other internal lock parts; re-set or file tumblers to fit locks and replace in cylinder; clean keyways of obstructions including broken keys, foreign objects and glues; determine if lock is beyond repair or salvage and replace as needed.

- Install, repair and replace exit hardware and other floor and surface closing devices; measure, drill, re-thread, mount and install closure; adjust and calibrate closures to meet regulations and standards for pressure and speed of closure.

- Maintain security of records for the master key system and duplicate keys according to established guidelines; purchase needed supplies and materials and maintain records of work completed and materials used.

- Serve in a lead capacity on locksmithing projects and as a member of a crew on other maintenance projects as needed and as assigned.

- Operate a variety of tools and equipment including key machines, drill motors, saws, welding equipment, grinders, routers and hand tools; operate a motor vehicle to drive from one District location to another.

- Assist in general maintenance projects and projects related to other trades as assigned.

KNOWLEDGE:

- Proper methods, materials, tools and equipment used in the locksmithing trade.
- Variety of locks and hardware available and proper use for each type.
- Shop mathematics applicable to the locksmithing trade.
- Applicable codes and regulations including fire codes.
- Appropriate safety precautions and procedures.
- Basic record-keeping techniques.
- Welding and soldering techniques.
- Master key system development and maintenance.
- Wood and metal working skills required to hang doors.

ABILITY TO:

- Perform journey-level locksmithing duties.
- Use tools, equipment and materials of the locksmithing trade safely and effectively.
- Perform shop mathematics applicable to the locksmithing trade.
- Plan and lay out locksmithing work.
- Work from blueprints, shop drawings and sketches
- Maintain the District's master key system and related records.
- Key and re-key a variety of locking devices.
- Hang wood and metal doors.
- Maintain tools and equipment in safe, clean and proper working condition.
- Communicate effectively with others.
- Understand and follow oral and written directions.
- Overhaul, install and adjust door closures.
- Establish and maintain cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High School Diploma or equivalent
- California Locksmith License

EXPERIENCE: Two (2) years of Locksmithing experience

WORKING CONDITIONS

The position may require working in an outdoor or indoor working environment working in seasonal heat or cold adverse weather conditions, and driving District vehicles of various types and sizes to conduct work. It may also require working in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance Person
DEPARTMENT: Maintenance/Operations
FLSA: Non-Exempt

REPORTS TO: Director of MOTF
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps ~~14-18~~ 16-20

REVISED: ~~September 2022~~ December 2023

Board Approved: ~~October 2022~~ January 2024

BASIC FUNCTION: Under the direction of the Director of Maintenance, Operations & Facilities, the Maintenance Person shall work independently, as a member of a crew, or with the assistance of other personnel in the performance of his duties. His normal areas of responsibility shall include tasks associated with the building trades such as carpentry, painting, electrical, plumbing, and others.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Responsible for alteration and repair of existing structures, or any portion thereof.
- Responsible for the construction of new structures, or items that may be used in the alteration, repair, or construction of an item necessary for his work, or that of others.
- Responsible for the repair and construction of furniture, cabinets, and other items essential to the operation of any school, or department.
- Responsible for the correct mixing and application sequence of all materials.
- Responsible for the preparation of all surfaces to be covered with a protective and/or decorative coating.
- Responsible for the brush, roller, or gun application of paints, varnishes, shellac, lacquer, and other types of protective and/or decorative finishes to existing of new structures, parts of a structures, cabinets, furniture, etc.
- Responsible for the repair of plaster, stucco, concrete, brick, blocks, or other such damage, or the utilization of any of these materials in the alteration or construction of a facility.
- Responsible for installation, maintenance, and minor repairs to electrical motors, bells, clocks, lighting, control, equipment, and other items utilizing electricity for power.
- Responsible for installation, maintenance, and minor repair of conduit.
- Responsible for the inspection of wiring, fixtures, and other items associated with electricity being used as a source of power.
- Responsible for maintenance and repair of air conditioning, heating, and ventilation systems.
- Responsible for maintenance and repair of district appliances as refrigerators, stoves, vacuums, dishwashers, etc.
- Responsible for the installation of plumbing such as pipes, traps, valves, etc. for both water and/or gas.
- Responsible for repair and maintenance of plumbing installation such as pipes, faucets, traps, drains, valves, flushes, drains, sprinkler systems, etc. for both water and/or maintenance.
- Responsible for the maintenance and operation of the sewer systems.
- Responsible for the repair and installation of the various types of flooring materials in existing and/or new facilities.
- Responsible for installation of others materials such as formica, tile, etc. where flooring materials may not be suitable.
- Replaces and/or installs windows and keeps them operational.
- Installs, repairs and changes locks.
- Responsible for keeping accurate and efficient records.

- Responsible for the care, maintenance, repair, and safe operation of all tools, equipment, vehicles keys, etc. entrusted to or used by him.
- Responsible for the cleanliness of the tools, equipment, vehicles, and areas of work.
- Responsible for the operation of trucks, forklifts, tractors, and welding equipment.
- Responsible for moving furniture and equipment on special occasions.
- The maintenance person shall have and be responsible for a master key to every building.
- The maintenance person shall be on 24-hour call as scheduled.
- The maintenance person shall seek to improve his professional background through additional training related to his work that may be expected of him due to changing conditions.
- The maintenance person shall assume other adjunct duties as may be assigned due to the needs of the district.
- Careful of appearance, posture, grooming, dress, and relationships with other people.
- Maintains a professional working relationship with other employees.
- Accepts criticism from supervisors and takes positive action in light of such criticism.
- Demonstrates qualities of initiative, dependability, resourcefulness, industry, and good judgment.
- Cooperates with other staff member and those with whom he comes in contact as a result of his work.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Understand and carry out oral and written instructions.
- Communicate effectively with others.
- Safe driving practices and procedures.
- Effective driving procedures to insure low maintenance costs.
- Thorough knowledge of California Motor Vehicle Code, Title V, the Education Code requirements pertaining to pupil transportation in addition to district requirements.
- Thorough knowledge of the school district and San Diego streets, etc.
- Thorough knowledge of the mechanical functions of instruments, electrical, air, hydraulics, gas and other systems, apparatus, etc. required to make the bus mobile.

ABILITIES:

- Able to accurately compete records.
- Ability to pass physical examination as required.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent.
- Strong fundamental knowledge of the proper care, maintenance, appropriate and safe usage of all materials, tools, equipment, vehicles, etc. used in maintenance work.
- Ability to understand and use oral and written communication effectively.
- Ability to perform mathematical calculations required in the performance of maintenance duties.
- Strong fundamental knowledge of and the ability to perform the various tasks associated with carpentry, painting, electrical, plumbing, flooring, glazing, locksmithing, and other trades utilized in the maintenance of school district facilities.
- Physical ability to perform the tasks required of maintenance personnel.

- Valid California Driver's License (School Bus and Automotive) and carries personal automobile insurance (Liability).
- Valid telephone number and address on file at all times.
- Two years' experience in the building trades, or equivalent experience and/or training.

WORKING CONDITIONS:

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, with electrical hazards, dangerous equipment (i.e., table and band saws), inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Applicants must be able to: stand, walk, lift up to 75 lbs., carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel repeatedly, reach overhead, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear well, have depth perception and color vision and be able to distinguish shades, and see small details clearly.

SAN YSIDRO SCHOOL DISTRICT

TITLE: ~~Accounting Technician III~~ MOTF Accounting and Procurement Specialist **REPORTS**
TO: ~~Deputy Superintendent~~ Assist. Superintendent of Admin Leadership, School Support & Safety
DEPARTMENT: Business and Operations **CLASSIFICATION:** Classified (12 month)
FLSA: Non-Exempt **SALARY:** Classified Schedule ~~16-20~~ 19-23
Revised : ~~July 2017~~ December 2023 **Board Approved:** ~~**July 13, 2017**~~ January 2024

BASIC FUNCTION: Under the direction of the ~~Deputy Superintendent~~ Assist. Superintendent of Admin Leadership, School Support & Safety perform a variety of complex tasks in one or more assigned functions such as construction projects accounting ~~classified and/or certificated payroll, budget control~~, procurement responsibilities accounts ~~payable~~/receivable ~~ASB accounting, special programs and/or the revolving cash fund~~, field trip costs, and reservations, monitor MOTF bus and vehicle data and specifications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Perform a variety of complex technical accounting duties as assigned related to preparation and maintenance of the District budget, ~~State and federal programs, attendance accounting and reporting and other accounting areas as assigned.~~
- ~~Perform responsible and technical duties related to preparing, calculating and processing payroll for the District's monthly and hourly classified personnel in accordance with established policies, laws, regulations, schedules, and timelines.~~
- Assist with reconciling account balances, discrepancies, etc., to ensure accurate account balances and compliance with District policies and regulations.
- Collaborate with District Buyer to determine the appropriate methods of procurement such as standard purchase, bid, or contract; conduct purchasing transactions in accordance with District policy and applicable federal, State, and local laws.
- Collect bid data; prepare complex bid specifications; invite bids and validate bid responsiveness; compare and analyze bid quotations, verify licenses; contact references; verify receipt of bonds and insurance documents related to bid; recommend award and administer contract award; provide bid information for cooperative bidding requirements.
- Process purchase orders
- ~~Establish and maintain general journals and ledgers and subsidiary ledgers regarding assigned programs and functions; prepare profit and loss statements, expense reports, trial balances and other financial statements as required by the assignment.~~
- Prepare and submit the Exempt Bus Operator Diesel Fuel tax return to of the State of California to comply with the State Board of Equalization.
- Process and collect developer fees payments to ensure the accuracy and adherence to district guidelines. Duties include meeting with developers and calculating/collecting fees owed to the district.
- ~~Assign and verify budget numbers and related information on a variety of requisitions, orders and claim forms; verify, control, check and balance accounts; ensure accuracy, completeness and compliance with a variety of State and federal laws and regulations as well as established District policies and procedures.~~
- Monitor, update, and assist with field trip transportation requests and processing.
- ~~Monitor and verify expense claims, process for payment and account balances; post expenditures and maintain ledger accounts; monitor account balances; recommend and prepare necessary transfer documents to adjust and correct balances, receivables and expenditures.~~
- Monitor, manage, record, and update District MOTF bus and vehicle data, including, specifications related to District policy and external oversight, including the Federal Department of Transportation.
- Maintain bond measure construction files, supporting documents, and records for state and federal audit purposes (e.g., master agreements, purchase order documents, BAA, invoices, and all related bond accounting reports).
- Maintain financial information records on all construction projects and assist with school facility-related documents.

- ~~Receipt and verify the collection and counting of cash and funds to the District; prepare required documentation and make bank deposits; reconcile receipts and bank deposits; detect, trace and resolve discrepancies; summarize and enter totals in computer and produce applicable District and County reports.~~
- ~~Enter and modify District-wide personnel information; ensure accounts have sufficient funds for hiring program personnel; produce various personnel reports and perform budget control, projections and account transfers.~~
- ~~Inspect and verify accuracy of personnel, payroll and financial documents and related materials; detect, trace and resolve discrepancies, errors and questions regarding invoices, personnel action forms and sales reports.~~
- ~~Verify accuracy and calculate District inventories and a variety of expense records; control and monitor the flow of accounting data and coordinate activities with District accounting records.~~
- Record, update, reconcile, and verify accuracy on fixed assets for purchases of $500.00 or more, including maintaining an inventory and perform internal audit.
- Prepare and manage the depreciation schedule for capital assets equal to or greater than $5,000 and calculate the accumulated depreciation during the year-end close process.
- Perform accounts receivable ~~payable duties by matching and verifying necessary documents; receive, deposit and reconcile local, State and federal receivables.~~
- Participate in the year-end close process, interim audit, and annual audit.
- ~~Prepare District, County, State and federal financial and statistical reports according to law and District policy; interpret and apply rule and regulations; prepare trial balances, year-end reports, special reports and financial statements.~~
- ~~Operate a microcomputer, computer terminal and other peripheral equipment;~~ Utilize accounting software and spreadsheets to maintain records, perform calculations, and produce reports.
- ~~Assist in providing work direction and assistance to students or office staff as assigned.~~
- Assist in a variety of other clerical duties including typing memos, correspondence and reports as directed; operate ~~a typewriter~~ appropriate technology, calculator, ten-key machine, and copier.
- Perform related duties as assigned.

KNOWLEDGE

- California State Accounting Manual (CSAM)
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Accounts maintenance and reconciliation procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Rules and regulations concerning assigned technical accounting activities.
- District organization, operations, policies and objectives.
- Preparation, review and control of assigned accounts.
- Operation of ~~a computer terminal~~ appropriate technology and data entry techniques.
- Operation of spreadsheet, word processing and specialized software used in technical accounting.
- Basic research methods
- Interpersonal skills using tact, patience and courtesy.

ABILITIES

- Perform a variety of complex and technical accounting duties related to assigned fiscal programs and activities.
- Maintain accurate financial and statistical records.
- Perform complex mathematical calculations and accounting transactions quickly and accurately.
- Prepare comprehensive accounting reports.
- Read, interpret, apply and explain policies, procedures, rules and regulations related to the assignment.
- Operate ~~a computer terminal~~ appropriate technology to enter data, maintain records and generate reports.
- Utilize spreadsheet, word processing and specialized software to maintain accounts, prepare reports and share data.

- Oral and written communication skills.
- Prepare reports and process accounting documents within established timelines and schedules.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- ~~Graduation from High School or an equivalent supplemented by at least 12 units of college level coursework in Accounting and/or Finance, and 5 years of increasingly responsible experience, performing job related duties/responsibilities.~~

  ~~OR~~

- A Bachelor's Degree in Accounting, Finance, Business Administration/Management, or a closely related field, and 2 years of progressively responsible experience performing job related duties/responsibilities.

  ~~OR~~

- ~~Graduation from High School or an equivalent and at least 3 years of experience in a classification of Accounting Technician I for the San Ysidro School District performing progressively responsible duties/responsibilities.~~

WORKING CONDITIONS

Office environment; subject to driving to various locations to conduct work.

PHYSICAL REQUIREMENTS:

See to read and review financial and statistical records; hear and speak to obtain and provide information from other District staff and the public; sit at a desk and/or computer terminal for extended periods of time; bend, kneel and reach to retrieve and file records from shelves and file cabinets; dexterity of hands and fingers to file documents and operate a computer terminal and other office equipment.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Outreach Consultant
DEPARTMENT: Ed. Services
FLSA: Non- Exempt

REPORTS TO: District Administrator
CLASSIFICATION: Classified (10 month)
SALARY: Classified Salary Schedule Steps ~~15-19~~ 16-20

Revised: ~~**September 2, 2015**~~ **December 2023**

Board Approved: ~~**September 10, 2015**~~ **January 2024**

BASIC FUNCTION: Under the supervision of the site Administrator, the Outreach Consultant serves as a bridge between the district/school and community. The major duties and responsibilities of the Outreach Consultant include the development, implementation, and operation of programs designed to prevent at-risk students from leaving school prematurely.

The major duties and responsibilities of the Outreach Consultant include: Developing effective steps for parent communication, supporting the development and implementation of school councils, support school and parents with attendance, home visits and volunteer programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Assist the school in securing outside resources, volunteers, private business support and other in-kind assistant from non-school sources.
- Assist the school in the early identification of students at risk of failing or leaving school prematurely, and applying appropriate interventions, both instructional and auxiliary services, referrals to in-school services and community agencies and, if necessary, alternative educational programs to meet the needs of these students.
- Assist the school in establishing a properly constituted and elected School Site Council, developing a student dropout prevention plan, instituting procedures for coordinating services from funding sources at the school level and other elements of the School-Based Coordination Act.
- Assist the school in monitoring and increasing attendance among high-risk students, reduce truancy, tardiness and frequent absenteeism.
- Collaborate with various agencies and service providers to ensure coordination of services.
- Direct families to Medi-Cal eligibility offices and other service providers.
- Assist (teachers are responsible for providing the educational assignment) in the preparation of Independent Study Agreements (student absence of 3 or more days).
- Prepare various data and reports as required.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- Experience in social and family health and education services, Early Childhood Education, Child Development; Parent Education and/or Adult Education.
- High School Diploma
- Strong Literacy skills (reading, writing and speaking).
- Possession of a valid California Driver's License.
- Experience with Federal and State Programs implementation and monitoring.
- Strong oral and written communication skills

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Knowledge of community resources
- Knowledge of school programs and policies
- Understanding the cultural background of the community
- Knowledge of school councils, PTA and organizations alike
- Two or four year degree in related fields or at least two years of experience in a related field.

WORKING CONDITIONS
Indoor and outdoor school setting which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance/Plumber
DEPARTMENT: Business
FLSA: Non-Exempt

REPORTS TO: District Administrator
CLASSIFICATION: Classified (12 Month)
SALARY: Classified Salary Schedule (Steps ~~15-19~~) 17-21

Revised: ~~**September 17, 2015**~~ **December 2023**

Board Approved: ~~**September 24, 2015**~~ **January 2024**

BASIC FUNCTION: Under the supervision of the Maintenance, Operations, Transportation and Facilities Manager performs skilled journeyman level-work in the installation and repair of plumbing systems; and performs related duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Installs, repairs and maintains general plumbing and piping systems.
- Independently diagnose and repair plumbing and piping systems.
- Performs work related to installation of plumbing fixtures and systems.
- Install, repair and maintain boilers and other hot water systems.
- Perform troubleshooting work to locate obstructions and leaks in plumbing systems.
- Clears drains and obstructions in water and sewer systems.
- Repairs and maintains plumbing lines to and from irrigation systems as appropriate.
- Stay current with best practices, materials and supplies as they relate to plumbing.
- Inspect and report on the work of others including contractors as appropriate.
- Assist in general maintenance projects and projects related to other trades as assigned
- Perform related duties as assigned.

KNOWLEDGE

- Methods, materials, and equipment appropriate to the area of responsibility.
- The tools, materials, and standard practices of the plumbing industry.
- Construction, installation, and maintenance of plumbing systems and facilities.
- Applicable laws and regulations, including plumbing and mechanical codes.

SKILLS

- Perform skilled plumbing work.

- Interpret and work from plans, diagrams and specifications.
- Understand and follow oral and written instructions.
- Communicate orally and in writing.
- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of plumbing systems.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Utilize computer systems including email, work order systems, and other basic computer programs used in the area of responsibility.

ABILITIES

- Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma or equivalent

PREFERRED QUALIFICATIONS:

- Completion of recognized Apprenticeship Program
- Four years of experience as a Journeyman Plumber in related work

CERTIFICATIONS/LICENSES:

- California Plumbing Certificate Level 2 or equivalent
- A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

WORKING CONDITIONS

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving District vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, working around and with machinery having moving parts, working from heights and in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practical. Specific vision abilities

required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

SAN YSIDRO SCHOOL DISTRICT

TITLE: ~~Publication Technician~~ Publications, Warehouse and Technical Support Technician
REPORTS TO: Director of MOTF
DEPARTMENT: Business
CLASSIFICATION: Classified (12 month)
FLSA: Non-Exempt
SALARY: Classified Schedule Steps ~~12-16~~ 14-18
REVISED: ~~May 2021~~ December 2023
Board Approved: ~~June 10, 2021~~ January 2024

BASIC FUNCTION: Under the supervision of the Director of Maintenance, Operations, Transportation and Facilities, the Publication Technician is responsible for all duties involved in the operation of the production room. Such duties include the operation of various types of equipment in the reproduction of forms, charts, letters, and other materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Prints, copies, or duplicates all district forms and other reports, brochures, programs, letters, mailings, etc. as directed by department heads. Assembles, binds, and staples reproduced materials.
- Operates special processing machines including paper cutter and paper folding machine.
- Keeps records of work orders, work completed and progress of each job.
- Cleans, adjusts and maintains equipment in good condition.
- Makes necessary adjustments and minor repairs to equipment and/or places work orders for major repairs by outside services
- Receives and fills orders for materials or reproduction work from schools or other district departments and distributes as directed.
- Orders and maintains adequate level of various types of materials and supplies necessary to fulfill the requirements of the productions department.
- Performs cleaning of machines and equipment used in the production room as needed and assures that the equipment is in good operating condition at all times.
- Checks incoming supplies against order forms and stores in appropriate place.
- Keeps production room and related equipment in a neat, clean and orderly condition with respect to safety requirements and fire hazards.
- Receives and distributes school and U.S. mail.
- Provides support to the warehouse as needed, including receiving deliveries and calls (this does not include driving)
- Provides technical support to the technology department as needed, including setting up and monitoring sound systems.
- Supports other district operations related to the production of district materials as needed.
- Perform other duties as assigned.

KNOWLEDGE OF:

- The operation, adjustment and maintenance of a variety of duplicating equipment.
- Training/experience in various equipment used in binding and assembling printed materials.

ABILITIES:

- Ability to operate auxiliary duplicating shop equipment such as collators, paper cutters, staplers, and similar equipment, and make minor repairs to duplicating equipment.

- Ability to perform work requiring mechanical aptitude and manual dexterity.
- Ability to understand and carry out oral and written instructions.
- Ability to work cooperatively with others.
- Ability to work independently and determine priorities.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma or equivalent

WORKING CONDITIONS
Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting heavy objects such as cases of paper.

SAN YSIDRO SCHOOL DISTRICT

TITLE: Transportation Operations Technician
DEPARTMENT: Maintenance/Operations
FLSA: Non-Exempt

REPORTS TO: Director of MOTF
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps ~~15-19~~ 16-20

REVISED: ~~September 2018~~ December 2023

Board Approved: ~~October 11, 2018~~ January 2024

BASIC FUNCTION: Perform a variety of clerical, organizational, planning and scheduling, and dispatching support for ~~Maintenance and~~ student ~~T~~transportation ~~S~~service.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Receives and transmits by radio, messages pertaining to transportation and maintenance. Enters and retrieves information from the computer.
- Maintains and issues supplies for the transportation department.
- Deals effectively with citizen, staff, and parent/guardian complaints or ~~and~~ questions, explains the policies and regulations of the Department.
- Completes requisitions and requests purchase orders for transportation services repairs and maintenance.
- Keeps record of requested services rendered.
- Creates bus route schedules and assigns students, drivers, and bus aides to them (in collaboration with MOTF Director). ~~and dispatch buses.~~
- Operate, maintain, and respond to two-way radio and telephone communications regarding transportation ~~operations~~ services; troubleshoot two-way radio problems and coordinate radio repair and system changes.
- Advise and assist bus drivers and bus aides in resolving routine service problems, emergency situations, ~~and personal issues~~ including contacting law enforcement and other outside agencies, appropriate district staff, and parents.
- Prepares report drafts by finding, assembling and summarizing information and data.
- Acts as receptionist, receiving telephone calls and visitors.
- Serve as Bus Driver as assigned.
- Organize and maintain operational records and files.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Modern office methods and procedures and the use of standard office machines and equipment.
- Microsoft office suite.

ABILITIES:

- Type and/or keyboard at a net corrected speed of 30 words per minute.
- Compose routine and specialized correspondence and reports, using proper grammar, spelling, and punctuation.
- Operate standard office equipment, including computers and Microsoft (Word, Excel, PowerPoint and Outlook) software applications.
- Establish and maintain effective working relationships with others.

- Plan and organize work.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma required.
- Associate's Degree preferred.
- Bachelor's Degree preferred.
- Four (4) years of related experience with maintenance and/or transportation.
- Bilingual (English/Spanish) preferred.
- Valid California driver's license and availability of private transportation.
- Keyboarding at a net corrected speed of 30 words per minute.
- Maintain California Bus Driver License.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread document; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Curriculum & Instruction

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Vista Del Mar Middle School
Irene Herrera-Cevallos, Principal

☐ Informational
☒ Action

AGENDA ITEM: LICENSE SUBSCRIPTION WITH EDUCATIONAL EPIPHANY FOR THE EPIPHANY VIDEO LIBRARY ACCESS

BACKGROUND INFORMATION:

Educational Epiphany is a highly sought-after consulting and publishing company with a proven history. It has a talented team and consultants that are experts in curriculum, instruction, organizational development, and administration of schools. Educational Epiphany has ideas for closing the achievement gap and accelerating achievement for highly able and gifted students that are used in schools across the nation, making the goals of college and career readiness attainable for hundreds of thousands of children and it also supports schools in becoming high-performing exemplars, boasting double-digit gains in reading and mathematics for all student groups and ability levels.

The Principal at Vista Del Mar Middle is requesting approval to purchase the Epiphany Video Library Access license subscription for 1-year from the Educational Epiphany. This license will support educators in all grade spans and content areas to integrate literacy into daily instruction.

Video topics include: The Power of Performance Based Objectives, Gradual Release of Responsibility, Linking Informative Writing from Sources to Text Structures, and Getting to the Proficiency Line.

RECOMMENDATION:

Approve the purchase of the Epiphany Video Library Access license subscription from the Educational Epiphany for Vista Del Mar Middle School at the total cost of $999.00 from the Title I fund.

LCAP GOAL AND ACTION/SERVICE:

Goal 1: Student Achievement, Action 1.14: Continue to provide supplemental programs and resources (i.e., educational software, math manipulatives, dual language materials, etc.) to support student achievement in core content areas and to support language acquisition for all students including unduplicated students.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$999.00	Title I Fund
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

The Epiphany Video Library

Because we know that asynchronous learning is central to differentiated support for teachers and leaders, we have developed the Educational Epiphany Video Library. It's a one-stop shop for access to ongoing personalized professional learning consisting of more than a dozen recordings of Dr. Dickey introducing, elaborating on, and sharing strategies related to each of our four high-impact instructional practices and more.

The Epiphany Video Library

Supports educators in all grade bands and content areas to integrate literacy into daily instruction without feeling like they have been given a checklist of things to do.

- Balancing Exposure to Informational and Literary Texts
- Composition from Sources
- Conceptual Understanding of Academic Language/ Developing Conceptual Understanding
- Getting to the Proficiency Finish Line
- Gradual Release of Responsibility
- Linking Citing Textual Evidence to Student Outcomes
- Linking Foundational Skills to Higher Order Thinking and Literacy Concepts
- Linking Informative Writing from Sources to Text Structures
- The Power of Performance-Based Objectives
- The Purpose of Teaching General and Domain-Specific Words
- The Qualitative Measure of Text Complexity
- The Value of Exposure to Complex Texts

Epiphany Video Library access includes:

- Unlimited, 24/7 access to current videos via a building/district license
- New videos that are added regularly at no additional charge

Educational Epiphany Resource	Format	Price
Epiphany Video Library Access	Digital License	$999.00

Teacher Staff Development Activity

Need Help Ordering?

Follow these simple steps:

1. Generate a purchase order, or complete the Educational Epiphany order form provided at right.
2. Please include the name of the resource(s) and ISBN(s) of the product(s) or service(s) you wish to purchase.
3. Provide your shipping and billing information.

Educational Epiphany Resource		Format	ISBN-13	Price
K–12	**Literacy Kit Individual Kit** (Single Literacy Kits)	**Print**	978-1-63787-254-3	$ 199.00
K–12	**Literacy Kit Whole Class Set** (30 Literacy Kits)	**Print**	978-1-63787-255-0	$ 4,599.00
K–12	**Literacy Kit** (Digital Whole School License)	**Digital**	978-1-63787-256-7	$ 5,000.00
	Resource	*Format*	*ISBN*	*Price**

* All prices subject to change

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Washington, DC 20038

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SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Smythe Elementary School
Dr. Rebecca Bravo, Principal

☐ Informational
☒ Action

AGENDA ITEM: SUBSCRIPTION RENEWAL WITH BRAINPOP FOR THE BRAINPOP AND BRAINPOP ELL PROGRAMS

BACKGROUND INFORMATION:

Brain POP offers an array of resources and tools to meet every student's interest and needs while developing their critical, computational, and creative thinking skills across the curriculum. It offers unlimited 12-month access to over one thousand standards-aligned topics to build background and deepen learning across Smythe's curriculum, SEL-themed topics, and embedded creative and computational projects on Brain POP.

The Principal at Smythe Elementary School is requesting approval to renew the school-wide subscription from Brain POP.

Products included in this renewal:
~ *School Combo 24/7* – BrainPOP & BrainPOP Jr. gives full access to over 1,200 topics across the curriculum, including grade-level movies with Pause points, quizzes, challenges, and creative learning tools.
~ *School ELL* – Access to BrainPOP ELL to build vocabulary and grammar skills with 90 scaffolded lessons designed for English language learners.

The term of these subscriptions is 2 years with annual payments of $4,401.00.

RECOMMENDATION:

Approve/Ratify the subscription renewal from BrainPOP for the BrainPOP and BrainPOP ELL programs for Smythe Elementary at the total cost of $8,802.00 from the Title I Fund.

LCAP GOAL AND ACTION/SERVICE:

Goal 1: Student Achievement, Action 1.14: Continue to provide supplemental programs and resources (i.e., educational software, math manipulatives, dual language materials, etc.) to support student achievement in core content areas and to support language acquisition for all students including unduplicated students.

☒ **Renewal** ☐ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ **Yes** ☐ No	☒ Yes ☐ No	

$8,802.00	Title I Fund - Smythe
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

BrainPOP

Issued By	Amy Leggat	Quote PDF (Created Date)	1/30/2024
Email	amyl@brainpop.com	Quote Number	00094142
		Account Name	Smythe Elementary School

Bill To Name	Smythe Elementary School
Bill To	1880 SMYTHE AVENUE SAN YSIDRO, CA 92173 USA
Description	Combined multi year and multi product discounts for BrainPOP and BrainPOP ELL Invoiced $4,401 annually for 2 years

Contact Name	David Salazar	Email	david.salazar@sysdschools.org

Please Note: if the person listed above is not the primary contact for your subscription, please let us know.

Product Name	Quantity	Product Description	Discount (Percentage)	Sales Price	Subtotal
School Combo 24/7	1.00	School-wide subscription to BrainPOP and BrainPOP Jr. gives you full access to over 1,200 topics across the curriculum, including grade-level movies with Pause Points, quizzes, challenges, and creative learning tools. Also includes access to BrainPOP Español and BrainPOP Français.	20.00%	USD 8,190.00	USD 6,552.00
School ELL	1.00	School-wide access to BrainPOP ELL. Build vocabulary and grammar skills with 90 scaffolded lessons designed for your English language learners.	25.00%	USD 3,000.00	USD 2,250.00

Subtotal	USD 11,190.00
Discount	21.34%
Grand Total	USD 8,802.00

Provisions

Access Recipient	Product	Access Start Date	Access End Date	Provision Price
Smythe Elementary School	School ELL	2/6/2024	2/5/2026	USD 2,250.00
Smythe Elementary School	School Combo 24/7	2/6/2024	2/5/2026	USD 6,552.00

I accept the purchase of the items included herein. I understand that I will be invoiced for this order.

Name: _____ Authorized Signature: _____

Title: _____ Date: _____

*Please include any applicable tax exemption certificates for the school/district along with your order.

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Please make all checks payable to 'BrainPOP'. Email: purchaseorders@brainpop.com

BrainPOP

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Last updated on June 9, 2023

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BrainPOP
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New York, NY 10010
Phone: 212.574.6000
Email: legal@brainpop.com

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USER CONTENT

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Certain functionalities within adult-facing pages of our Services may allow you to submit, upload, post, or create (collectively "submit") certain types of content ("User Content"). Except for Student Records as defined in our Privacy Policy, you acknowledge and agree that we do not guarantee any confidentiality with respect to any User Content you submit. You shall retain all ownership rights to and shall be solely responsible for your own User Content and the consequences of submitting and publishing such User Content. You affirm, represent, and warrant that you own or have the necessary licenses, rights, consents, and permissions to create and publish any User Content you submit. You may not upload or post any User Content on our Services that infringes the copyright, trademark or other intellectual property rights of a third party nor may you upload User Content that violates any third party's right of privacy or right of publicity. You may upload only User Content that you are permitted to upload by the owner or by law.

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USER ACCOUNT

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In the course of the registration process to certain features or products in our Services, you may be entitled to upload a profile picture to your account. The profile picture you upload may not contain nudity, obscenity, sexually explicit material or contain images of people which have not given you a prior written permission to use their image.

STUDENT ACCOUNTS

Our individual accounts system allows you to create student accounts. If you are an educator, you warrant and represent that you are authorized to use our Services with your students on behalf of your school and/or district.
If you are a school, a district or an educator using the individual accounts on behalf of your students, including in a free trial, you warrant and represent that you are authorized to act on parents'/guardians' behalf or that you have obtained consent from parents or guardians of your students in accordance to the laws governing your jurisdiction.

APPLICATIONS

Our Services may allow you to download certain applications to be used on mobile devices, such as smartphones or tablets ("Application" or "Applications"). The download and use of the Applications is governed by these Terms of Use and by any Terms of Use applicable to the Applications at the time you download onto your mobile device ("Mobile Terms of Use"). Any conflicts between these Terms of Use and the Mobile Terms of Use with respect to Applications shall be resolved in favor of the Mobile Terms of Use.

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We may charge a fee for downloading the Applications that will be disclosed to you prior to you downloading the Applications. These fees are subject to change. In the event that we change the fees charged for the Applications, we will not provide any type of price protection, refunds or promotional pricing for any reason. Use of the Applications may be subject to standard messaging, data and other fees that may be charged by your mobile carrier. Your carrier may also prohibit or restrict the Applications and the Applications may be incompatible with your carrier or mobile device. If you have any questions concerning this, please contact your carrier to obtain further information.
Please note that our Applications are not available if your school is using a single sign on service.

COPYRIGHT POLICY AND COMPLAINTS

We respect the intellectual property of others. If you believe that any material on our Services infringes upon any copyright that you own or control, please send us a notification of such infringement containing the following information:

1. An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright or other intellectual property interest;
2. A description of the copyrighted work or other intellectual property that you claim has been infringed;
3. A description of where the material that you claim is infringing can be found on our Services;
4. Your address, telephone number, and email address;
5. A statement that you believe that the disputed use is not authorized by the copyright owner, its agent, or the law; and
6. A statement by you at the bottom of your notification exactly as follows: **"I hereby declare, under penalty of perjury, that the above information is accurate and that I am the copyright or intellectual property owner or authorized to act on behalf of the copyright or intellectual property owner."**

Send the notification to us as follows:

BrainPOP
71 W 23rd St., 17th Fl.
New York, NY 10010
Phone: 212.574.6000
Email: legal@brainpop.com

In accordance with the Digital Millennium Copyright Act and other applicable laws, we have adopted a policy of terminating accounts and/or pursuing other remedies, at our sole discretion, if we suspect that the account holder has infringed the intellectual property rights of BrainPOP or any third party.

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY

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TO THE FULL EXTENT PERMISSIBLE BY APPLICABLE LAW, WE DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WE DO NOT WARRANT THAT THE SERVICES, THE CONTENT, INFORMATION, MATERIALS, PRODUCTS OR SERVICES INCLUDED ON OR OTHERWISE MADE AVAILABLE THROUGH THE SERVICES IS FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. IN NO EVENT SHALL WE OR ANY OF OUR AFFILIATES, SUPPLIERS OR THEIR RESPECTIVE MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, SHAREHOLDERS, PARTNERS OR AGENTS BE LIABLE FOR ANY INCIDENTAL, INDIRECT, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS) ARISING FROM THE USE OF THE SERVICES OR FROM THE CONTENT, INFORMATION, MATERIALS, PRODUCTS OR SERVICES INCLUDED ON OR OTHERWISE MADE AVAILABLE THROUGH THE SERVICES, WHETHER THE DAMAGES ARISE FROM USE OR MISUSE OR RELIANCE OR INABILITY TO USE THE SERVICES OR ANY OF THE CONTENT, INFORMATION, MATERIALS, PRODUCTS OR SERVICES INCLUDED ON OR OTHERWISE MADE AVAILABLE THROUGH THE SERVICES, OR WHETHER THEY ARISE FROM THE INTERRUPTION, SUSPENSION, MODIFICATION, ALTERATION, OR TERMINATION OF ANY SERVICES OR ANY CONTENT, INFORMATION, MATERIALS, PRODUCTS OR SERVICES INCLUDED ON OR OTHERWISE MADE AVAILABLE THROUGH THE SERVICES. IN NO EVENT SHALL OUR TOTAL MAXIMUM AGGREGATE LIABILITY UNDER THESE TERMS EXCEED THE AMOUNT ACTUALLY PAID, IF ANY, TO US BY THE INJURED PARTY. IN ANY JURISDICTION THAT DOES NOT ALLOW FOR THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES OR FOR A TOTAL MAXIMUM AMOUNT, OUR LIABILITY OR LIABILITY OF ANY OF OUR MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, SHAREHOLDERS, PARTNERS, AFFILIATES, AGENTS, SUPPLIERS, CUSTOMERS OR LICENSEES SHALL BE LIMITED TO THE MAXIMUM EXTENT PERMITTED BY LAW.

INDEMNITY

You agree to indemnify, hold us harmless and, at our option, defend us and our affiliates, and our officers, directors, employees, stockholders, agents and representatives from any and all third party claims, liability, damages and/or costs (including, but not limited to, reasonable attorneys' fees and expenses) arising from your improper use of the Services or our products or offerings, your violation of these Terms of Use, or your infringement, or the infringement or use by any other user of your account, of any intellectual property or other right of any person or entity. We reserve the right, at your expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, and in such case, you agree to cooperate with our defense of such claim.

TERMINATION

You may stop using our Services at any time and at your sole discretion, with no need for justification and with no charge, and you may contact us and request to delete your account and/or disable your subscription. Note that the termination of an account or a subscription does not delete the information posted by you, and you may need to contact us directly to request editing, deletion or removal of such information. If your account is terminated, your rights to use our Services will cease immediately.

WAIVER

Any waiver of any provision of the Terms of Use will be effective only if in writing and signed by the waiving party.

DISPUTES AND APPLICABLE LAW

You agree that the laws of the State of New York, without regard to principles of conflicts of laws, will govern these Terms of Use and any dispute of any sort that might arise between you and us. Any dispute relating to or arising from your use of the Services shall be solely adjudicated in the Supreme Court of the State of New York or in the U.S. Federal District Court located in New York County, New York, and you consent and submit to exclusive jurisdiction and venue in such courts and agree to accept service of process by electronic mail.
Without derogating from the above, any claim that you may have in connection with these Terms of Use must first, and before taking any other legal action, be submitted to us in the form of a complaint to legal@brainpop.com to enable the parties to resolve the claim in a friendly and effective manner. If the parties fail to resolve the claim in this manner in a reasonable timetable, or if any other claim or dispute in connection with these terms arises, it shall be resolved in the exclusive jurisdiction and venue as specified above. Notwithstanding the foregoing, we may seek injunctive or other equitable relief to protect our intellectual property rights in any court of competent jurisdiction at any time.

CHANGES AND SEVERABILITY

You agree to check the Terms of Use periodically for new information and terms that govern your use of our Services. We reserve the right to make changes to our Services, our policies, and these Terms of Use at any time. Posting the modified Terms of Use on our Services will give effect to the revised terms. Your continued use of our Services indicates your acceptance of any revised terms. If you do not agree to the revised terms, stop using our Services immediately. If any of the terms or conditions in these Terms of Use shall be deemed invalid, void, or for any reason unenforceable, that condition shall be deemed severable and shall not affect the validity and enforceability of any remaining condition.

COMMUNICATION WITH US

You agree to receive communications from us electronically regarding your account, these Terms of Use and the Services, and such communications sent from us shall be considered sufficient means of notice, whether applicable law requires written notice or not. You further agree that your electronic communications, except for communications regarding subscriptions, are not confidential.
Please click on this link to view the previous version of our Terms of Use, in effect before June 9, 2023.

Translations

These Terms of Use are also available in Spanish and French. Please note that the English version shall prevail in the case of any conflict between them.

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little, Asst. Superintendent
Educational Lead & Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: 31ST ANNUAL ADELANTE MUJER CONFERENCE

BACKGROUND INFORMATION:
The Adelante Mujer Conference is presented annually to expose, motivate, and empower female youth to achieve in school and learn about professional career options available to them through career workshops provided by professional women. Keynote speakers provide introductory speeches which are practical and inspirational. Workshops will focus on law, business, media engineering and medicine, in addition to a variety of other career and social development topics.

Students in grades fifth through eighth and their mothers/guardians from all our schools will attend the Adelante Mujer Conference scheduled for Saturday, April 20th, 2024, at UC San Diego.

Cost implications include $15.00 per participant, transportation services and compensation for teachers and/or district chaperones.

RECOMMENDATION:
Approve the participation of students in grades fifth through eighth and their parents at the 31st Annual Adelante Mujer Conference scheduled for April 20, 2024, at the cost of $3,500.00 from the General fund.

LCAP GOAL AND ACTION/SERVICE:
Goal 3: Student Engagement and School Climate, Action 3.8: Provide enrichment opportunities & programs for students to improve the academic environment, including extended school year.
Goal #5: Parent Engagement, Action 5.7: Create opportunities that provide families/students to engage in positive academic and service opportunities at schools to increase satisfaction with educational system and supports to families. (e.g., STEM Fair, Military Families Fair, Resource Fair)

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$3,500.00	General Fund
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

JOIN US FOR THE

31ST ANNUAL ADELANTE MUJER CONFERENCE

Celebrate 31 years of inspiring Latinas, through career workshops and presentations.

20TH APRIL 2024 | SATURDAY @ UCSD CAMPUS

Transportation provided at specific sites for Sweetwater Schools Only

[Click Here to Register: tinyurl.com/2024AMConference](tinyurl.com/2024AMConference)

REGISTER NOW

Sponsored by: eAOP, SWEETWATER UNION HIGH SCHOOL DISTRICT

The Sweetwater Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer Dr. Vernon Moore at 1130 Fifth Avenue, Chula Vista, CA 91911, (619) 691-5564, vernon.moore@sweetwaterschools.org; Title IX Coordinator Susan Park at 670 L Street, Suite G, Chula Vista, CA 91911, (619) 600-4900, susan.park@sweetwaterschools.org; and Section 504 Coordinator Sonia Picos at 1130 Fifth Avenue, Chula Vista, CA 91911, (619) 691-5564, sonia.picos@sweetwaterschools.org.

UNETE A LA

31a CONFERENCIA ANUAL DE ADELANTE MUJER

Celebre 31 años de latinas inspiradoras, a través de talleres y presentaciones profesionales.

20 DE ABRIL DE 2024 | SÁBADO @ PLANTEL DE UCSD

Transporte provisto en sitios específicos para estudiantes del distrito de Sweetwater

HAZ CLIC AQUÍ PARA REGISTRARTE:
TINYURL.COM/2024AMCONFERENCE

Registrate

Patrocinado por: eAOP SWEETWATER UNION HIGH SCHOOL DISTRICT

El distrito Sweetwater Union High School District prohíbe la discriminación, la intimidación, el acoso (que incluye el acoso sexual), o la intimidación escolar (bullying) en función real o percibida de edad, ascendencia, color, discapacidad, género, identidad de género, expresión de género, estado migratorio, nacionalidad, raza, u origen étnico, religión, sexo, orientación sexual, de la persona; o por asociación con una persona o un grupo con una o más de dichas características reales o percibidas. En caso de tener preguntas o quejas, favor de comunicarse con el Dr. Vernon Moore, Director de Cumplimiento de Equidad en el 1130 Fifth Avenue, Chula Vista, CA 91911, teléfono (619) 691-5564, vernon.moore@sweetwaterschools.org; o con Susan Park, Coordinadora del Título IX en el 670 L Street, Suite G, Chula Vista, CA 91911, teléfono (619) 600-4900, susan.park@sweetwaterschools.org; y con Sonia Picos, Coordinadora del Artículo 504 en el 1130 Fifth Avenue, Chula Vista, CA 91911, teléfono (619) 691-5564, sonia.picos@sweetwaterschools.org

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Educational Services
Russell Little, Assistant Superintendent

☐ Informational
☒ Action

AGENDA ITEM: RENEWAL OF GOGUARDIAN LICENSES FROM CDW-G FOR SAFER ONLINE STUDENT ACCESS

BACKGROUND INFORMATION:

CDW-G is a leading multi-brand technology solutions provider to business, government, education, and healthcare organizations in the United States. CDW-G's broad array of products and services range from hardware and software to integrated IT solutions such as security, cloud, hybrid infrastructure and digital experience.

Licenses to be renewed:

- *GoGuardian Teacher: This* is a classroom management platform that provides a view into student's online activity and control over their devices so that teachers can feel comfortable embracing technology in the classroom.
- *GoGuardian Admin:* This will filter and monitor any school device or OS with K-12's most powerful content filter, whether on-site or remote.

The term of these licenses is for 1 year and cost implications are as follows: *GoGuardian Teacher* $12,000.00 and *GoGuardian Admin* $23,090.00 for a total of $35,090.00.

RECOMMENDATION:

Approve/Ratify the renewal of the GoGuardian licenses from CDW-G as a tool to facilitate safer access to online educational materials at a total cost of $35,090.00 from the Title I fund.

LCAP GOAL AND ACTION/SERVICE:

Goal 3: Student Engagement and School Climate - Ensure that all students are educated in positive academic environments that are safe, welcoming, and drug free.

☒ **Renewal** ☐ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$35,090.00	Title I fund
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

QUOTE CONFIRMATION

TODD LEWIS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at https://www.cdw.ca/content/cdwca/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions.html.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NRJC379	12/14/2023	GOGUARDIAN RENEWAL	12408780	$35,090.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
GOGUARDIAN ADMIN+FLEET+DNS+ADDEFLECT Mfg. Part#: GG-ADM1Y-003000 Electronic distribution - NO MEDIA Contract: MARKET	4618	7615889	$5.00	$23,090.00
GoGuardian Teacher - subscription license (1 year) - 1 license Mfg. Part#: GG-TCR1Y-000001 UNSPSC: 43233205 Electronic distribution - NO MEDIA Contract: MARKET	2400	4159244	$5.00	$12,000.00

These services are considered Third Party Services, and this purchase is subject to CDW's Third Party Cloud Services Terms and Conditions, unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	$35,090.00
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	$35,090.00

PURCHASER BILLING INFO	DELIVER TO

Billing Address:	Shipping Address:
SAN YSIDRO SCHOOL DISTRICT ACCTS PAYABLE 4350 OTAY MESA RD SAN YSIDRO, CA 92173-1617 **Phone:** (619) 428-4476 **Payment Terms:** NET 30 Days-Govt/Ed	SAN YSIDRO SCHOOL DISTRICT TODD LEWIS 4350 OTAY MESA RD SAN YSIDRO, CA 92173-1617 **Phone:** (619) 428-4476 **Shipping Method:** ELECTRONIC DISTRIBUTION
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Sales Contact Info

Jeff Polk | (866) 639-2816 | jeffpol@cdwg.com

Need Help?

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

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SALES AND SERVICE PROJECTS

PLEASE READ THESE TERMS AND CONDITIONS VERY CAREFULLY

THE TERMS AND CONDITIONS OF PRODUCT SALES AND SERVICE PROJECTS ARE LIMITED TO THOSE CONTAINED HEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS IN ANY FORM DELIVERED BY YOU ("CUSTOMER") ARE HEREBY DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM AND REJECTION OF THEM IS HEREBY GIVEN. BY ACCEPTING DELIVERY OF THE PRODUCTS OR BY ENGAGING THE CDW AFFILIATE IDENTIFED ON THE INVOICE, STATEMENT OF WORK OR OTHER CDW DOCUMENTATION ("SELLER") TO PROVIDE PRODUCT OR PERFORM OR PROCURE ANY SERVICES, CUSTOMER AGREES TO BE BOUND BY AND ACCEPTS THESE TERMS AND CONDITIONS, UNLESS CUSTOMER AND SELLER HAVE SIGNED A SEPARATE AGREEMENT, IN WHICH CASE THE SEPARATE AGREEMENT WILL GOVERN.
ANY GENERAL DESCRIPTION OF THE TYPES OF PRODUCTS OR SERVICES AND RESULTS THEREOF POSTED ON ANY SELLER WEBSITE OR MOBILE APPLICATION DO NOT CONSTITUTE PART OF THE AGREEMENT BETWEEN SELLER AND CUSTOMER.

Important Information About These Terms and Conditions

These Terms and Conditions constitute a binding contract between Customer and Seller and are referred to herein as either "Terms and Conditions" or this "Agreement". Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or shopping on any Seller Website or Mobile Application (each, a "Site") or otherwise requesting products (the "Products") or engaging Seller to perform or procure any Services (as this and all capitalized terms are defined herein). These Terms and Conditions are subject to change without prior notice, except that the Terms and Conditions posted on a Site at the time Customer places an order or signs a Statement of Work will govern the order in question unless otherwise agreed in writing by Seller and Customer.

Customer consents to receiving electronic records, which may be provided via a Web browser or e-mail application connected to the Internet; individual consumers may withdraw consent to receiving electronic records or have the record provided in non-electronic form by contacting Seller. In addition, Internet connectivity requires access services from an Internet access provider. Contact your local access provider for details. Electronic signatures (or copies of signatures sent via electronic means) are the equivalent of written and signed documents.

Customer may issue a purchase order for administrative purposes only. Additional or different terms and conditions contained in any such purchase order will be null and void. No course of prior dealings between the parties and no usage of trade will be relevant to determine the meaning of these Terms and Conditions or any purchase order or invoice, or any document in electronic or written form that is signed and delivered by each of the parties for the performance of Services other than Third Party Services (each, a "Statement of Work"). This Agreement contains the entire understanding of the parties with respect to the matters contained herein and supersedes and replaces in its entirety any and all prior communications and contemporaneous agreements and understandings, whether oral, written, electronic or implied, if any, between the parties with respect to the subject matter hereof.

Governing Law

THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK, THE SERVICES HEREUNDER AND ANY SALE OF PRODUCTS HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF ILLINOIS, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN COOK COUNTY, ILLINOIS, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

Title; Risk of Loss

If Customer provides Seller with Customer's carrier account number or selects a carrier other than a carrier that regularly ships for Seller, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the carrier (F.O.B. Origin, freight collect). For all other shipments, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the specified destination (F.O.B. Destination, freight prepaid and added). Notwithstanding the foregoing, title to software will remain with the applicable licensor(s), and Customer's rights therein are contained in the license agreement between such licensor(s) and Customer.

Services

Customers may order services (collectively, "Services") from or through Seller from time to time. Certain Services may be provided by third parties, including, but not limited to, extended warranty service by manufacturers, and are sold by Seller as distributor or sales agent ("Third Party Services").

In the case of Third Party Services, Customer shall consider the third party to be the contracting party and the third party shall be the party responsible for providing the services to the Customer and Customer will look solely to the third party for any loss, claims or damages arising from or related to the provision of such Third Party Services. Customer and Customer's Affiliates (defined below) hereby release Seller and Seller's Affiliates (defined below) from any and all claims arising from or relating to the purchase or provision of any such Third Parties Services. Any amounts, including, but not limited to, taxes, associated with Third Party Services which may be collected by Seller will be collected solely in the capacity as an independent sales agent. For purposes of this Agreement (a) "Affiliate" means, with respect to Seller, entities that Control, are Controlled by, or are under common Control with Seller; and, with respect to Customer, entities both that Control are Controlled by, or are under common Control with Customer, and (b) "Control" or "Controlled" means the possession, directly or indirectly, of the power to direct or cause the direction of the affairs of another whether by ownership of shares, ability to appoint officers, contract or otherwise. Where Services are ordered in a Statement of Work, each Statement of Work hereby incorporates these Terms and Conditions and constitutes a separate agreement with respect to the Services performed. Seller, or any of its Affiliates on behalf of Seller, may execute a Statement of Work. In the event of an addition to or a conflict between any term or condition of the Statement of Work and these Terms and Conditions, these Terms and Conditions will control, except as expressly amended in the applicable Statement of Work by specific reference to this Agreement. Each such amendment will be applicable only with respect to such Statement of Work and not to future Statements of Work. Changes to the scope of the Services described in a Statement of Work will be made only in a writing executed by authorized representatives of both parties. Seller will have no obligation to commence work in connection with any such change, unless and until the change is agreed upon in that writing executed by both parties. All such changes to the scope of the Services will be governed by these Terms and Conditions and the applicable Statement of Work. Each Statement of Work may be signed in separate counterparts each of which shall be deemed an original and all of which together will be deemed to be one original.

Cooperation

In addition to any specific Customer duties set forth in any applicable Statement of Work, Customer agrees to cooperate with Seller in connection with performance of the Services by providing: (i) timely responses to Seller's inquiries and requests for approvals and authorizations, (ii) access to any information or materials reasonably requested by Seller which are necessary or useful as determined by Seller in connection with providing the Services, including, but not limited to, physical and computer access to Customer's computer systems, and (iii) all Required Consents necessary for Seller to provide the Services. "Required Consents" means consents or approvals required to give Seller, its Affiliates, and its and their subcontractors the right or license to access, use and modify all data and third-party products. Customer acknowledges and agrees that the Services are dependent upon the completeness and accuracy of information provided by Customer and the knowledge and cooperation of the agents, employees or subcontractors ("Personnel") engaged or appointed by Customer who are selected by Customer to work with Seller.

Seller will follow all reasonable Customer security rules and procedures, as communicated in writing by Customer to Seller from time to time.

Access

Seller may perform the Services at Customer's place of business, at Seller's own facilities or such other locations as Seller and Customer deem appropriate. When the Services are performed at Customer's premises, Seller will attempt to perform such Services within Customer's normal business hours unless otherwise jointly agreed to by the parties. Customer will also provide Seller access to Customer's staff and any other Customer resources (and when the Services are provided at another location designated by Customer, the staff and resources at such location) that Seller determines are useful or necessary for Seller to provide the Services. When the Services are provided on Customer's premises or at another location designated by Customer, Customer agrees to maintain adequate insurance coverage to protect Seller and Customer's premises and to indemnify and hold Seller and its Affiliates, and its and their agents and employees harmless from any loss, cost, damage or expense (including, but not limited to, attorneys' fees and expenses) arising out of any product liability, death, personal injury or property damage or destruction occurring at such location in connection with the performance of the Services, other than solely as a result of Seller's gross negligence or willful misconduct.

Payment

Orders are not binding upon Seller until accepted by Seller. Customer agrees to pay the total purchase price for the Products plus shipping (to the extent shipping is not prepaid by Customer), including shipping charges that are billed to Seller as a result of using Customer's carrier account number. Terms of payment are within Seller's sole discretion. In connection with Services being

performed pursuant to a Statement of Work, Customer will pay for the Services in the amounts and in accordance with any payment schedule set forth in the applicable Statement of Work. If no payment schedule is provided, Customer will pay for the Services as invoiced by Seller. Invoices are due and payable within the time period specified on the invoice, measured from the date of invoice, subject to continuing credit approval by Seller. Seller, or any of its Affiliates on behalf of Seller may issue an invoice to Customer. Seller may invoice Customer separately for partial shipments, and Seller may invoice Customer for all of the Services described in a Statement of Work or any portion thereof. Customer agrees to pay interest on all past-due sums at the lower of one and one-half percent (1.5%) per month or the highest rate allowed by law. Customer will pay for, and will indemnify and hold Seller and its Affiliates harmless from, any applicable sales, use, transaction, excise or similar taxes and any federal, state or local fees or charges (including, but not limited to, environmental or similar fees), imposed on, in respect of or otherwise associated with any Statement of Work, the Products or the Services. Customer must claim any exemption from such taxes, fees or charges at the time of purchase and provide Seller with the necessary supporting documentation. In the event of a payment default, Customer will be responsible for all of Seller's costs of collection, including, but not limited to, court costs, filing fees and attorneys' fees. In addition, if payments are not received as described above, Seller reserves the right to suspend Services until payment is received. Customer hereby grants to Seller a security interest in the Products to secure payment in full. Customer authorizes Seller to file a financing statement reflecting such security interest. Except as otherwise specified on an applicable Statement of Work, Customer will reimburse Seller for all reasonable out-of-pocket expenses incurred by Seller in connection with the performance of the Services, including, but not limited to, travel and living expenses.

Export Sales

If this transaction involves an export of items (including, but not limited to, commodities, software or technology) subject to the Export Administration Regulations, such items were exported from the United States by Seller in accordance with the Export Administration Regulations. Customer agrees that it will not divert, use, export or re-export such items contrary to United States law. Customer expressly acknowledges and agrees that it will not export, re-export, or provide such items to any entity or person within any country that is subject to United States economic sanctions imposing comprehensive embargoes without obtaining prior authorization from the United States Government. The list of such countries subject to United States economic sanctions or embargoes may change from time to time but currently includes Cuba, Iran, Sudan, and Syria. Customer also expressly acknowledges and agrees that it will not export, re-export, or provide such items to entities and persons that are ineligible under United States law to receive such items, including but not limited to, any person or entity on the United States Treasury Department's list of Specially Designated Nationals or on the United States Commerce Department's Denied Persons List, Entity List, or Unverified List. In addition, manufacturers' warranties for exported Products may vary or may be null and void for Products exported outside the United States.

Warranties

Customer understands that Seller is not the manufacturer of the Products purchased by Customer hereunder and the only warranties offered are those of the manufacturer, not Seller or its Affiliates. In purchasing the Products, Customer is relying on the manufacturer's specifications only and is not relying on any statements, specifications, photographs or other illustrations representing the Products that may be provided by Seller or its Affiliates. SELLER AND ITS AFFILIATES HEREBY EXPRESSLY DISCLAIM ALL WARRANTIES EITHER EXPRESS OR IMPLIED, RELATED TO PRODUCTS, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF TITLE, ACCURACY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NONINFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY MANUFACTURER'S WARRANTY. Customer expressly waives any claim that it may have against Seller or its Affiliates based on any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property rights (each a "Claim") with respect to any Product and also waives any right to indemnification from Seller or its Affiliates against any such Claim made against Customer by a third party. Customer acknowledges that no employee of Seller or its Affiliates is authorized to make any representation or warranty on behalf of Seller or any of its Affiliates that is not in this Agreement.

Seller makes no warranties to the Customer and the Customer hereby acknowledges that Seller makes no warranties in regard to the applicability of all laws and regulations affecting, without limitation the manufacture, performance, sale, packaging and labelling of the Products which are in force within the Customer's territory.

Customer further acknowledges and agrees that Seller makes no representations, warranties or assurances that the Products are designed for or suitable for use in any high risk environment, including but not limited to aircraft or automobile safety devices or navigation, life support systems or medical devices, nuclear facilities, or weapon systems, and Customer agrees to indemnify Seller in connection with any such use of the Products. Customer further agrees to review and comply with the manufacture's disclaimers and restrictions regarding the use of the Products in high risk environments.

Seller warrants that the Services will be performed in a good and workmanlike manner. Customer's sole and exclusive remedy and Seller's entire liability with respect to this warranty will be, at the sole option of Seller, to either (a) use its reasonable commercial efforts to reperform or cause to be reperformed any Services not in substantial compliance with this warranty or (b)

refund amounts paid by Customer related to the portion of the Services not in substantial compliance; provided, in each case, Customer notifies Seller in writing within five (5) business days after performance of the applicable Services. EXCEPT AS SET FORTH HEREIN OR IN ANY STATEMENT OF WORK THAT EXPRESSLY AMENDS SELLER'S WARRANTY, AND SUBJECT TO APPLICABLE LAW, SELLER MAKES NO OTHER, AND EXPRESSLY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS, EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DURABILITY, TITLE, ACCURACY OR NON-INFRINGEMENT) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES, INCLUDING BUT NOT LIMITED TO ANY WARRANTY RELATING TO THIRD PARTY SERVICES, ANY WARRANTY WITH RESPECT TO THE PERFORMANCE OF ANY HARDWARE OR SOFTWARE USED IN PERFORMING SERVICES AND ANY WARRANTY CONCERNING THE RESULTS TO BE OBTAINED FROM THE SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE. CUSTOMER ACKNOWLEDGES THAT NO REPRESENTATIVE OF SELLER OR OF ITS AFFILIATES IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY ON BEHALF OF SELLER OR ANY OF ITS AFFILIATES THAT IS NOT IN THIS AGREEMENT OR IN A STATEMENT OF WORK EXPRESSLY AMENDING SELLER'S WARRANTY.

Customer shall be solely responsible for daily back-up and other protection of its data and software against loss, damage or corruption. Customer shall be solely responsible for reconstructing data (including but not limited to data located on disk files and memories) and software that may be lost, damaged or corrupted during the performance of Services. SELLER, ITS AFFILIATES, AND ITS AND THEIR SUPPLIERS, SUBCONTRACTORS AND AGENTS ARE HEREBY RELEASED AND SHALL CONTINUE TO BE RELEASED FROM ALL LIABILITY IN CONNECTION WITH THE LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE, AND CUSTOMER ASSUMES ALL RISK OF LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE IN ANY WAY RELATED TO OR RESULTING FROM THE SERVICES.

Seller will not be responsible for and no liability shall result to Seller or any of its Affiliates for any delays in delivery or in performance which result from any circumstances beyond Seller's reasonable control, including, but not limited to, Product unavailability, carrier delays, delays due to fire, severe weather conditions, failure of power, labor problems, acts of war, terrorism, embargo, acts of God or acts or laws of any government or agency. Any shipping dates or completion dates provided by Seller or any purported deadlines contained in a Statement of Work or any other document are estimates only.

Pricing Information; Availability Disclaimer

Seller reserves the right to make adjustments to pricing, Products and Service offerings for reasons including, but not limited to, changing market conditions, Product discontinuation, Product unavailability, manufacturer price changes, supplier price changes and errors in advertisements. All orders are subject to Product availability and the availability of Personnel to perform the Services. Therefore, Seller cannot guarantee that it will be able to fulfill Customer's orders. If Services are being performed on a time and materials basis, any estimates provided by Seller are for planning purposes only.

Credits

Any credit issued by Seller to Customer for any reason must be used within two (2) years from the date that the credit was issued and may only be used for future purchases of Products and/or Services. Any credit or portion thereof not used within the two (2) year period will automatically expire.

Limitation of Liability

UNDER NO CIRCUMSTANCES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY SET FORTH HEREIN, WILL SELLER, ITS AFFILIATES OR ITS OR THEIR SUPPLIERS, SUBCONTRACTORS OR AGENTS BE LIABLE FOR: (A) ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, BUSINESS, REVENUES OR SAVINGS, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITIES OF SUCH DAMAGES OR IF SUCH DAMAGES ARE OTHERWISE FORESEEABLE, IN EACH CASE, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY OF LIABILITY; (B) ANY CLAIMS, DEMANDS OR ACTIONS AGAINST CUSTOMER BY ANY THIRD PARTY; (C) ANY LOSS OR CLAIM ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S IMPLEMENTATION OF ANY CONCLUSIONS OR RECOMMENDATIONS BY SELLER OR ITS AFFILIATES BASED ON, RESULTING FROM, ARISING OUT OF OR OTHERWISE RELATED TO THE PRODUCTS OR SERVICES; OR (D) ANY UNAVAILABILITY OF THE PRODUCT FOR USE OR ANY LOST, DAMAGED OR CORRUPTED DATA OR SOFTWARE. IN THE EVENT OF ANY LIABILITY INCURRED BY SELLER OR ANY OF ITS AFFILIATES, THE ENTIRE LIABILITY OF SELLER AND ITS AFFILIATES FOR DAMAGES FROM ANY CAUSE WHATSOEVER WILL NOT EXCEED THE LESSER OF: (A) THE DOLLAR AMOUNT PAID BY CUSTOMER FOR THE PRODUCT(S) GIVING RISE TO THE CLAIM OR THE SPECIFIC SERVICES GIVING RISE TO THE CLAIM; OR (B) $50,000.00.

Limited License

Customer's sole rights to the work product, materials and other deliverables to be provided or created (individually or jointly) in connection with the Services, including but not limited to, all inventions, discoveries, methods, processes, formulae, ideas, concepts, techniques, know-how, data, designs, models, prototypes, works of authorship, computer programs, proprietary tools, methods of analysis and other information (whether or not capable of protection by patent, copyright, trade secret, confidentiality, or other proprietary rights) or discovered in the course of performance of this Agreement that are embodied in such work or materials ("Work Product") will be, upon payment in full, a non-transferable, non-exclusive, royalty-free license to use such Work Products solely for Customer's internal use. Customer will have no ownership or other property rights thereto and Customer shall have no right to use any such Work Product for any other purpose whatsoever. Customer acknowledges that Sellers may incorporate intellectual property created by third parties into the Work Product ("Third Party Intellectual Property"). Customer agrees that its right to use the Work Product containing Third Party Intellectual Property may be subject to the rights of third parties and limited by agreements with such third parties.

Confidential Information

Each party anticipates that it may be necessary to provide access to information of a confidential nature of such party, the Affiliates or a third party (hereinafter referred to as "Confidential Information") to the other party in the performance of this Agreement and any Statement of Work. "Confidential Information" means any information or data in oral, electronic or written form which the receiving party knows or has reason to know is proprietary or confidential and which is disclosed by a party in connection with this Agreement or which the receiving party may have access to in connection with this Agreement, including but not limited to the terms and conditions of each Statement of Work. Confidential Information will not include information which: (a) becomes known to the public through no act of the receiving party; (b) was known to the receiving party, or becomes known to the receiving party from a third party having the right to disclose it and having no obligation of confidentiality to the disclosing party with respect to the applicable information; or (c) is independently developed by agents, employees or subcontractors of the receiving party who have not had access to such information. To the extent practicable, Confidential Information should be clearly identified or labeled as such by the disclosing party at the time of disclosure or as promptly thereafter as possible, however, failure to so identify or label such Confidential Information will not be evidence that such information is not confidential or protectable.

Each party agrees to hold the other party's Confidential Information confidential for a period of three (3) years following the date of disclosure and to do so in a manner at least as protective as it holds its own Confidential Information of like kind but to use no less than a reasonable degree of care. Disclosures of the other party's Confidential Information will be restricted (i) to those individuals who are participating in the performance of this Agreement or the applicable Statement of Work and need to know such Confidential Information for purposes of providing or receiving the Products or Services or otherwise in connection with this Agreement or the applicable Statement of Work, or (ii) to its business, legal and financial advisors, each on a confidential basis. Each party agrees not to use any Confidential Information of the other party for any purpose other than the business purposes contemplated by this Agreement and the applicable Statement of Work. Upon the written request of a party, the other party will either return or certify the destruction of the Confidential Information of the other party.

If a receiving party is required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority, to disclose Confidential Information of the other party, the receiving party will give the disclosing party prompt notice of such request so that the disclosing party may seek an appropriate protective order or similar protective measure and will use reasonable efforts to obtain confidential treatment of the Confidential Information so disclosed.

Return Privileges

CDW allows Customer returns based on the policies of the original product manufacturer. Software is not returnable if the packaging has been opened. If software was distributed electronically, it is not returnable if the licenses were downloaded. For additional information see CDW's full Product Return Policy at the following link: Return Policy. Customers should contact CDW Customer Relations at 866.SVC.4CDW or e-mail at Customer Relations to initiate a return or for additional information. Customers must notify CDW Customer Relations of any damaged Products within fifteen (15) days of receipt.

Termination

Either party may terminate performance of a Service or a Statement of Work for cause if the other party fails to cure a material default in the time period specified herein. Any material default must be specifically identified in a written notice of termination. After written notice, the notified party will, subject to the provision of warranties herein, have thirty (30) days to remedy its performance except that it will only have ten (10) days to remedy any monetary default. Failure to remedy any material default within the applicable time period provided for herein will give cause for immediate termination, unless such default is incapable of being cured within the time period in which case the defaulting party will not be in breach (except for Customer's payment obligations) if it used its reasonable efforts to cure the default. In the event of any termination of the Services or a Statement of Work, Customer will pay Seller for all Services performed and expenses incurred up to and including the date of termination plus

any termination fee if one is set forth in the applicable Statement of Work. In such event Customer will also pay Seller for any out-of-pocket demobilization or other direct costs resulting from termination. Upon termination, all rights and obligations of the parties under the Service or Statement of Work (as applicable) will automatically terminate except for any right of action occurring prior to termination, payment obligations and obligations that expressly or by implication are intended to survive termination (including, but not limited to, limitation of liability, indemnity, confidentiality, or licensing of Work Product and this survival provision).

Provisions Related to Custom Imaging

If in connection with the provision of Products or Services, Customer desires to have Seller provide installation of custom software images, Customer will be required to execute an Installation Indemnity Agreement, a form of which is provided at http://www.cdw.com/forms/indemnity/app.asp

Arbitration

Any claim, dispute, or controversy (whether in contract, tort or otherwise, whether preexisting, present or future, and including, but not limited to, statutory, common law, intentional tort and equitable claims) arising from or relating to the Products, the Services, the interpretation or application of these Terms and Conditions or any Statement of Work or the breach, termination or validity thereof, the relationships which result from these Terms and Conditions or any Statement of Work (including, to the full extent permitted by applicable law, relationships with third parties who are not signatories hereto), or Seller's or any of its Affiliates' advertising or marketing (collectively, a "Claim") WILL BE RESOLVED, UPON THE ELECTION OF ANY OF SELLER, CUSTOMER OR THE THIRD PARTIES INVOLVED, EXCLUSIVELY AND FINALLY BY BINDING ARBITRATION. If arbitration is chosen, it will be conducted pursuant to the Rules of the American Arbitration Association. If arbitration is chosen by any party with respect to a Claim, neither Seller nor Customer will have the right to litigate that Claim in court or to have a jury trial on that Claim or to engage in pre-arbitration discovery, except as provided for in the applicable arbitration rules or by agreement of the parties involved. Further, Customer will not have the right to participate as a representative or member of any class of claimants pertaining to any Claim. Notwithstanding any choice of law provision included in these Terms and Conditions, this arbitration agreement is subject to the Federal Arbitration Act (9 U.S.C. §§ 1-16). The arbitration will take place exclusively in Chicago, Illinois. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator(s). Each party involved will bear its own cost of any legal representation, discovery or research required to complete arbitration. The existence or results of any arbitration will be treated as confidential. Notwithstanding anything to the contrary contained herein, all matters pertaining to the collection of amounts due to Seller arising out of the Products or Services will be exclusively litigated in court rather than through arbitration.

Personal Data

If and to the extent that Seller will process Personal Data on behalf of Customer in the provision of Services under this Agreement, the Data Processing Agreement provided at https://www.cdw.com/content/cdw/en/terms-conditions/cdw-data-processing-agreement.html shall apply to such processing and is incorporated by reference. As used herein, "Personal Data" means any information that identifies relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household in connection with the Services performed for Customer, including without limitation any information that qualifies as "personal information" or "personal data" under data protection laws applicable to Seller.

Miscellaneous

Seller may assign or subcontract all or any portion of its rights or obligations with respect to the sale of Products or the performance of Services or assign the right to receive payments, without Customer's consent. Customer may not assign these Terms and Conditions, or any of its rights or obligations herein without the prior written consent of Seller. Subject to the restrictions in assignment contained herein, these Terms and Conditions will be binding on and inure to the benefit of the parties hereto and their successors and assigns. No provision of this Agreement or any Statement of Work will be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing and signed by both parties. The relationship between Seller and Customer is that of independent contractors and not that of employer/employee, partnership or joint venture. If any term or condition of this Agreement or a Statement of Work is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or conditions hereof or thereof or the whole of this Agreement or the applicable Statement of Work. Notices provided under this Agreement will be given in writing and deemed received upon the earlier of actual receipt or three (3) days after mailing if mailed postage prepaid by regular mail or airmail or one (1) day after such notice is sent by courier or facsimile transmission. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights.

International Services

If and to the extent that any Statement of Work involves the provision of Services remotely by Seller to a Customer location outside of the United States, the following additional terms shall apply with respect to those Services only.

Customer will pay for, and will indemnify, defend and hold Seller and its Affiliates and each of their respective directors, officers, employees and agents harmless from loss (of any kind), cost, damage or expense (including, but not limited to, attorney's fees and expenses) arising out of any Taxes. Customer must claim any exemption from such taxes, fees or charges at the time of purchase and provide Seller with the necessary supporting documentation. Any taxes, charges, fees, penalties and interests in respect thereof that are the responsibility of Customer hereunder may be invoiced by Seller in the Product or Services invoices or separately. For purposes of this Section, "Taxes" means any applicable sales, use, transaction, value added, goods and services tax, harmonized sales tax, withholding tax, excise or similar taxes, and any foreign, provincial, federal, state or local fees or charges (including but not limited to, environmental or similar fees) and any income or business tax liability, including any penalties and interest in respect thereof, imposed on, in respect of or otherwise associated with any transaction hereunder, or the Purchased Items (except taxes on or measured by the net income of Seller).

If the Laws or a governmental authority imposes or adopts regulation, or there is a change in the Laws, which requires Seller or any of its Affiliates to register and/or obtain a governmental license, permit, or consent to make the Services available within a jurisdiction, Seller has the right not to make available or terminate the Service to the Customer's Affiliate(s) in such jurisdiction without any liability whatsoever to the Customer or its Affiliates. For purposes of this Agreement, "Laws" means any applicable federal, state, provincial, local, municipal, regional, foreign, international, multinational or other constitution, law, statute, treaty, rule, regulation, regulatory or legislative requirement, ordinance, license, restriction, judicial or administrative order, code, common law or other pronouncement having the effect of law.

Customer and Seller are solely obligated to address and resolve all claims, controversies or disputes associated with provision of Services (including any damages or injuries to a party's foreign Affiliates) in the United States as provided in the Arbitration clause above. In the event a party's foreign Affiliate brings suit or makes a claim or demand against the other party or an Affiliate of the other party located outside of the United States, such party will work with its foreign Affiliate to dismiss the suit, claim, or demand, and such party will bring such suit, claim or demand against the other party directly in the United States instead. In addition, such party will reimburse the other party or the other party's Affiliates for any of the costs or expenses that the other party or the other party's Affiliates reasonably incurred while responding to the suit, claim or demand brought by such party's foreign Affiliate.

Version Date: June 23, 2023

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Educational Services,
Russell Little, Assistant Superintendent

☐ Informational
☒ Action

AGENDA ITEM: PROFESSIONAL DEVELOPMENTS

BACKGROUND INFORMATION:

In order to stay in compliance with State, Federal and local laws, our staff at the different sites and/or departments will participate in diverse professional developments throughout the year. These trainings/conferences and/or workshops will give our staff the opportunity to be better prepared and will reflect in the academic success of our students.

The following is a list of professional developments up for the March 5, 2024, Board meeting:

- 2024 May Revision Workshop
- AVID Summer Institute
- CSC Live 2024
- California Statewide Homeless Education Conference
- District-Level Translator Training (English/Spanish)
- SDCOE Ed Tech Team Back-to-Back Series
- SDCOE 2024 PeopleSoft Trainings: Entering a New Hire & Updating Job Data

Cost implications might include registration fees, lodging, parking, meals, mileage, and substitute teacher compensation, as needed.

RECOMMENDATION:

Approve/Ratify the attendance and participation of District staff to the different professional developments, as attached.

LCAP GOAL AND ACTION/SERVICE:

Goal 1: Student Achievement – Actions: 1.15, 1.16 and 1.25 ~ Goal 2: English Language and Academic Language Development – Action: 2.4 ~ Goal 4: Social Emotional Well-being and Mental Health – Action 4.7

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

APPROXIMATE COST	
$50,350.00	General, Title I PD, MAA Funds & Homeless Children Education Grant
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

Professional Development Backup Information – March 5, 2024

PARTICIPANT(S)	EVENT	PLACE	FROM/TO	COST	FUNDING
Marilyn Adrianzen, Staff (10) TBD	2024 May Revision Workshop	Online	May 21, 2024	$3,250.00 (+Sub teacher compensation)	General Fund
Laura English, Cinthia Nunez, Juan Molina, Marielena Amezcua, Erika Meza, Vikki Viramontes, Consuelo Carranza, Steven Clemensen, Efrain Burciaga, Karina Kaai, Alana Arciaga, Alejandra Lopez, Clarissa Marking, Yvonne Loaiza, Matthew Bandy, Carmen Blanco, David Perez, Sarah Watson, David Alvarado, Valerie Gonzalez 2 TBD from Vista Del Mar	AVID Summer Institute – San Diego 1	San Diego	June 10-12, 2024	$41,500.00 (Fees & teacher compensation)	Title I PD Fund
Veronica Medina	California Statewide Homeless Education Conference	San Diego	May 8-10, 2024	$650.00	General & Homeless Children Education Grant
Eugenia Teodoro	CSC Live 2024	Anaheim	October 9-11, 2024	$2,000.00	MAA Fund
Elmy Flores, Pablo Sainz	District-Level Translator Training (Eng/Spa)	Online	March-April, 2024	$1,750.00	General Fund

PARTICIPANT(S)	EVENT	PLACE	FROM/TO	COST	FUNDING
Cintia Nunez, Sarina Hemungkorn, Lourdes Quezada, David Salazar, Sylvia Mayer, Joel Garcia, Mayura Vongsavath	SDCOE Ed Tech Team Back-to-Back Series	Online	March 13, 2024 April 24, 2024 May 22, 2024	$1,200.00 (Teacher compensation)	Title I PD Fund
Manuel Bojorquez, Alexis Dircio, Yadira Diaz	SDCOE 2024 PeopleSoft Trainings: Entering a New Hire & Updating Job Data	Online	March 4 & 26, 2024	$0	N/A

Business

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: PURCHASING REPORT

BACKGROUND INFORMATION:
In order for the District to conduct the educational programs, expenditures are necessary. The function of a purchase order is to receive pre-approval for expenditures and set aside funds before services are performed and goods are received. When possible, purchase orders are made estimating the amount to be used over the course of the school year. Purchase orders are created and approved in the Business Services Department in addition to requisitions created by sites and other departments.

Report #8 (February 1, 2024 through February 29, 2024): ▪ General Fund0000011092-0000011099, 0000011101-0000011113, 0000011115-0000011125, 0000011127, 0000011131-0000011139, 0000011141-0000011143, 0000011146-0000011174 ▪ Child Development Fund: 0000011130 ▪ Child Nutrition Fund – 0000011128-0000011129, 0000011140, 0000011144-0000011145 ▪ Building Measure T Fund: 0000011114.

RECOMMENDATION:
Approve/Ratify the following purchase orders incurred by the District during the period February 1, 2024 through February 29, 2024. This includes all agreements along with those with cost implications that fall within the authorized delegation of authority limits of up to $15,000 for public project contracts and up to $30,000 for all other contracts from the various funding sources.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications? ☒ Yes ☐ No

Are funds for this item available in the 2023-2024 Budget? ☒ Yes ☐ No

Requisition #

$336,092.30
(Amount)

As listed above
(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

PURCHASE ORDER REPORT (02/01/24 - 02/29/24)

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
2/2/2024	0000011092	0000001068	SDSU PRESS	OFFICE SUPPLIES	0100	0000000	4300011	064	335.19
2/2/2024	0000011093	000809	OFFICE DEPOT	OFFICE SUPPLIES	0100	0000000	4300001	020	2,087.33
2/2/2024	0000011094	000809	OFFICE DEPOT	PUBLICATION SUPPLIES	0100	0000000	4300011	071	2,087.33
2/2/2024	0000011094	000809	OFFICE DEPOT	PUBLICATION SUPPLIES	0100	0000000	4300050	073	2,237.09
2/2/2024	0000011095	000041	BEAR COMMUNICATIONS, INC.	OFFICE SUPPLIES	0100	0000000	4300000	010	3,070.88
2/2/2024	0000011096	0000000290	ATLAS ENVIRONMENTAL SEVICES, INC.	CONTRACTED SERVICES	0100	8150000	5600005	068	7,850.00
2/5/2024	0000011097	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0000000	4300001	012	1,071.76
2/5/2024	0000011098	0000000845	MYBINDING LLC	PUBLICATION SUPPLIES	0100	0000000	4300050	073	497.70
2/6/2024	0000011099	000809	OFFICE DEPOT	OFFICE SUPPLIES	0100	0000000	4300001	018	2,187.93
2/6/2024	0000011101	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0000000	4300000	061	162.55
2/6/2024	0000011102	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	5640000	4300001	054	342.91
2/7/2024	0000011103	0000001055	TIER ONE MECHANICAL, INC	CONTRACTED SERVICES	0100	8150000	5600005	070	1,430.00
2/7/2024	0000011104	000809	OFFICE DEPOT	OFFICE SUPPLIES	0100	0000000	4300001	016	1,565.50
2/7/2024	0000011105	0000000491	PANERA BREAD COMPANY	REFRESHMENTS	0100	0000000	4300015	061	500.00
2/7/2024	0000011106	0000000653	CSEA	REGISTRATION FEES	0100	7426000	5200003	061	636.00
2/8/2024	0000011107	0000000545	ALLIANCE FOR AFRICAN ASSISTANCE	PROFESSIONAL SERVICES	0100	6500000	5800010	054	22,000.00
2/9/2024	0000011108	003377	SOUTHWEST SCHOOL & OFFICE	INSTRUCTIONAL MATERIALS	0100	0000000	4300001	020	5,477.42
2/12/2024	0000011109	004309	BEST BEST & KRIEGER LLP	LEGAL SERVICES	0100	0000000	5800002	063	30,076.44
2/12/2024	0000011109	004309	BEST BEST & KRIEGER LLP	LEGAL SERVICES	0100	0000000	5800002	071	1,258.20
2/12/2024	0000011110	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0000000	4300000	061	338.08
2/12/2024	0000011111	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	335.13
2/12/2024	0000011112	001161	HOME DEPOT	MAINTENANCE SUPPLIES	0100	0000000	4300001	022	562.20
2/12/2024	0000011113	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	265.27
2/12/2024	0000011115	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0300009	4300001	061	1,309.37
2/12/2024	0000011116	0000000443	DAILY JOURNAL CORPORATION	CONTRACTED SERVICES	0100	0000000	5800003	061	49.00
2/12/2024	0000011117	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	5640000	4300001	054	85.76
2/13/2024	0000011118	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0000000	4300011	071	443.77
2/14/2024	0000011119	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	290.41
2/14/2024	0000011120	0000000698	WESTED	OFFICE SUPPLIES	0100	0000000	4300011	064	1,631.25
2/15/2024	0000011121	0000000342	ABLENET, INC.	INSTRUCTIONAL MATERIALS	0100	5640000	4300001	054	387.90
2/15/2024	0000011122	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0000000	4300001	022	61.20
2/15/2024	0000011123	001643	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES	0100	0000000	5800002	063	2,940.24
2/15/2024	0000011124	0000000779	TRAFERA, LLC	INSTRUCTIONAL MATERIALS	0100	7388000	4300000	010	9,483.89
2/15/2024	0000011125	0000000356	PROTECT CONNECT EDUCATE SOLUTIONS	REGISTRATION FEES	0100	6266000	5200003	061	19,767.00

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
2/20/2024	0000011127	001671	NORTH COUNTY EDUCATIONAL	DUES & MEMBERSHIPS	0100	0000000	5300000	071	400.00
2/21/2024	0000011131	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	0100	0000000	4300001	018	2,614.98
2/21/2024	0000011132	004678	AMAZON CAPITAL SERVICES	OFFICE EQUIPMENT	0100	0000003	4300011	071	284.07
2/21/2024	0000011133	001178	SAN DIEGO COUNTY	CONTRACTED SERVICES	0100	3010003	5800010	061	2,500.00
2/22/2024	0000011134	002187	APPLE INC	INSTRUCTIONAL MATERIALS	0100	5640000	4300001	054	6,415.70
2/22/2024	0000011135	0000001073	CROSS CULTURAL COMMUNICATIONS, LLC	OFFICE MATERIALS	0100	0000000	4300000	050	75.40
2/22/2024	0000011136	0000000203	KEENAN & ASSOCIATES	PROFESSIONAL SERVICES	0100	0000000	5800010	071	8,364.00
2/22/2024	0000011137	0000000922	SUPERSONIC DETAILING INC	CONTRACTED SERVICES	0100	0982000	5600005	074	12,922.00
2/22/2024	0000011138	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0000000	4300011	071	264.83
2/22/2024	0000011139	004678	AMAZON CAPITAL SERVICES	OFFICE EQUIPMENT	0100	0000000	4300011	064	95.02
2/22/2024	0000011139	004678	AMAZON CAPITAL SERVICES	OFFICE EQUIPMENT	0100	0000000	4400000	064	2,876.91
2/23/2024	0000011141	000809	OFFICE DEPOT	OFFICE SUPPLIES	0100	0982000	4300011	074	1,351.22
2/26/2024	0000011142	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	275.35
2/26/2024	0000011143	0000000594	PRC-SALTILLO	TECHNOLOGY SUPPLIES	0100	6500200	4300001	054	193.95
2/26/2024	0000011146	0000001033	EHM ARCHITECTURE, INC.	CONTRACTED SERVICES	0100	9010070	6200015	080	10,000.00
2/26/2024	0000011147	004678	AMAZON CAPITAL SERVICES	OFFICE MATERIALS	0100	0000000	4300011	061	762.99
2/26/2024	0000011148	000146	LAKESHORE	INSTRUCTIONAL MATERIALS	0100	0000000	4300000	061	9,846.25
2/26/2024	0000011149	0000000827	C&C GLASS	CONTRACTED SERVICES	0100	8150000	5600005	070	1,760.00
2/26/2024	0000011150	0000000369	ZASUETA CONTRACTING, INC	CONTRACTED SERVICES	0100	8150000	5600005	070	18,709.00
2/26/2024	0000011151	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	0100	0000000	4300001	025	927.98
2/26/2024	0000011152	004678	AMAZON CAPITAL SERVICES	MEDICAL SUPPLIES	0100	0000000	4300010	024	29.03
2/26/2024	0000011153	004823	CABLE, PIPE & LEAK DETECTION,	CONTRACTED SERVICES	0100	8150000	5600005	070	6,050.00
2/26/2024	0000011154	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	200.91
2/26/2024	0000011155	000444	LOZANO SMITH, LLP	REGISTRATION	0100	8150000	5200003	070	125.00
2/26/2024	0000011156	002847	ROAD ONE TOWING	CONTRACTED SERVICES	0100	8150000	5600005	070	225.00
2/26/2024	0000011157	0000000390	DANNIS WOLIVER KELLEY	REGISTRATION FEES	0100	8150000	5200003	070	50.00
2/26/2024	0000011158	004823	CABLE, PIPE & LEAK DETECTION,	CONTRACTED SERVICES	0100	8150000	5600005	070	6,050.00
2/27/2024	0000011159	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	205.71
2/27/2024	0000011160	0000000909	BRAININGCAMP, LLC	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	95.00
2/27/2024	0000011161	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0000000	4300000	012	37.70
2/27/2024	0000011162	0000000854	SUN DIEGO CHARTER	CONTRACTED SERVICES	0100	0980011	5800017	012	1,000.00
2/27/2024	0000011162	0000000854	SUN DIEGO CHARTER	CONTRACTED SERVICES	0100	5640000	5800055	054	800.00
2/27/2024	0000011163	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0000000	4300050	073	77.16
2/27/2024	0000011164	002771	SMART & FINAL	REFRESHMENTS	0100	0000000	4300015	024	500.00

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
2/27/2024	0000011165	000778	SAFEWAY INC. -VONS DIVISION	REFRESHMENTS	0100	0000000	4300015	024	500.00
2/27/2024	0000011166	003192	WALMART	INSTRUCTIONAL MATERIALS	0100	0000000	4300015	024	500.00
2/28/2024	0000011167	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0300412	4300001	012	483.67
2/28/2024	0000011168	004778	U.S. BANK - PARS #6746050200	PROFESSIONAL SERVICES	0100	0425000	5800025	010	19,664.67
2/28/2024	0000011169	0000000760	CAL PACIFIC TRUCK CENTER ,LLC	CONTRACTED SERVICES	0100	0982000	5600005	074	3,056.06
2/29/2024	0000011170	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	160.55
2/29/2024	0000011171	0000000548	ADAPTIVE TECH SOLUTIONS, LLC	INSTRUCTIONAL MATERIALS	0100	5640000	4300000	054	861.56
2/29/2024	0000011172	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	417.65
2/29/2024	0000011173	0000001075	INSURANCE ARCHAELOGY SERVICES	PROFESSIONAL SERVICES	0100	0000000	5800000	071	9,500.00
2/29/2024	0000011174	003311	SAN DIEGO COUNTY SUPERINTENDEN	REGISTRATION FEES	0100	0000000	5200003	050	30.00
							Total for 0100		**254,084.02**
2/20/2024	0000011130	003311	SAN DIEGO COUNTY SUPERINTENDEN	REGISTRATION FEES	1200	9024002	5200003	076	480.00
							Total for 1200		**480.00**
2/20/2024	0000011128	004601	SIR SPEEDY PRINTING 02890	OFFICE SUPPLIES	1300	5310000	4300011	085	53.88
2/20/2024	0000011129	0000001071	BRIGAID LLC	PROFESSIONAL SERVICES	1300	7029000	5800010	085	45,600.00
2/23/2024	0000011140	0000000760	CAL PACIFIC TRUCK CENTER ,LLC	CONTRACTED SERVICES	1300	5310000	5600000	085	9,282.81
2/26/2024	0000011144	000279	COURTNEY TIRE SERVICE	CONTRACTED SERVICES	1300	5310000	5600000	085	573.50
2/26/2024	0000011145	001980	VELOCITY TRUCK CENTERS	CONTRACTED SERVICES	1300	5310000	5600000	085	1,406.40
							Total for 1300		**56,916.59**
2/12/2024	0000011114	0000000223	NINYO & MOORE	CONTRACTED SERVICES	2139	9010314	6200040	322	24,611.69
							Total for 2139		**24,611.69**
							Grand Total		**336,092.30**

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board **BOARD MEETING DATE:** March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: EXPENDITURE REPORT

BACKGROUND INFORMATION:
The District is required to pay for goods and services it uses to conduct the educational and support programs. Prior to payment, supporting documents such as contracts with the appropriate approvals and proof of receipt for the goods or services are collected. Invoices to be paid are submitted to the Business Services Department for payment processing. Warrants are printed at San Diego County Office of Education then returned to the Business Services Department for signature.

The following are expenditures incurred by the District during the period of February 1, 2024 through February 29, 2024 with checks #14-111567 through #14-121408 for a total expenditure of $3,196,143.41 from the following sources:

General Fund - $1,668,017.25
Child Development Fund- $ 14,233.34
Child Nutrition Fund -$ 169,174.92
Building Fund Prop -$ 1,344,717.90

RECOMMENDATION:
Approve/Ratify the expenditures incurred by the District during the period of February 1, 2024 through February 29, 2024 for a total expenditure of $3,196,143.41. This includes all agreements along with those with cost implications that fall within the authorized delegation of authority limits of up to $15,000 for public project contracts and up to $30,000 for all other contracts from the various funding sources.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal No.: Base Services and Safety
2.1 Maintain basic operating services of the district including MOT personnel, transportation, contracted services, and utilities.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$3,196,143.41	Various (see above)
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

Expenditure Report
2/1/24-2/29/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14111567	P.I.P.S.	2/1/2024	328358.00	0100	CONTRACTED SERVICES
14111568	MAXIM HEALTHCARE SERVICES, INC	2/1/2024	32662.00	0100	PROFESSIONAL SERVICES
14111569	ANIXTER INC.	2/1/2024	285.06	0100	MAINTENANCE SUPPLIES
14111570	CAL PACIFIC TRUCK CENTER ,LLC	2/1/2024	18220.78	0100	CONTRACTED SERVICES
14111571	T-MOBILE	2/1/2024	3151.24	0100	CONTRACTED SERVICES
14111572	EHM ARCHITECTURE, INC.	2/1/2024	12172.50	0100	CONTRACTED SERVICES
14111573	REPUBLIC SERVICES	2/1/2024	25776.68	0100	UTILITIES
14111574	EWING IRRIGATION	2/1/2024	2406.67	0100	GROUND SUPPLIES
14111575	CABE	2/1/2024	19730.00	0100	REGISTRATION FEES
14111576	NAPA AUTO PARTS	2/1/2024	68.43	0100	MECHANIC SUPPLIES
14111577	CALIFORNIA ELECTRIC SUPPLY	2/1/2024	1847.37	0100	MAINTENANCE SUPPLIES
14111578	AT&T	2/1/2024	7721.41	0100	UTILITIES
14111579	BIO CORPORATION	2/1/2024	334.31	0100	INSTRUCTIONAL MATERIALS
14111580	TRANE U.S. INC	2/1/2024	900.14	0100	MAINTENANCE SUPPLIES
14111581	AMAZON CAPITAL SERVICES	2/1/2024	1468.18	0100	SCHOOL INCENTIVES
14111582	FLYERS ENERGY	2/1/2024	3791.91	0100	DIESEL
14111583	NIRVANA BUSTOS	2/1/2024	143.55	0100	REIMBURSEMENT
14112921	GLORIA MENA	2/5/2024	27.00	0100	REIMBURSEMENT
14112922	NINYO & MOORE	2/5/2024	10500.00	0100	CONTRACTED SERVICES
14112923	WESTERN PUMP INC.	2/5/2024	330.00	0100	CONTRACTED SERVICES
14112924	MARGARITA MEZA	2/5/2024	178.12	0100	REIMBURSEMENT
14112925	AARDVARK ANT & PEST CONTROL INC.	2/5/2024	2217.00	0100	CONTRACTED SERVICES
14112926	MOISES CAMBEROS	2/5/2024	35.94	0100	REIMBURSEMENT
14112927	SOLIANT HEALTH LLC	2/5/2024	9568.00	0100	PROFESSIONAL SERVICES
14112928	KYO AUTISM THERAPY, LLC	2/5/2024	10582.59	0100	PROFESSIONAL SERVICES
14112929	PROCARE THERAPY	2/5/2024	16120.00	0100	PROFESSIONAL SERVICES
14112931	MICHAEL FERGUSON	2/5/2024	14280.00	0100	PROFESSIONAL SERVICES
14112933	SCHOLASTIC , INC	2/5/2024	5751.86	0100	INSTRUCTIONAL MATERIALS
14112934	SAN DIEGO COUNTY	2/5/2024	3500.00	0100	REGISTRATION FEES
14112935	WALMART	2/5/2024	1074.44	0100	INSTRUCTIONAL SUPPLIES
14112936	VERONICA MEDINA	2/5/2024	143.90	0100	REIMBURSEMENT
14114120	CORODATA RECORDS MANAGEMENT, INC	2/8/2024	269.44	0100	CONTRACTED SERVICES
14114121	MRC SMART TECHNOLOGY SOLUTIONS	2/8/2024	8155.86	0100	CONTRACTED SERVCIES
14114122	KEENAN & ASSOCIATES	2/8/2024	5035.79	0100	PROFESSIONAL SERVICES
14114124	DATA RECOGNITION CORPORATION	2/8/2024	891.00	0100	INSTRUCTIONAL MATERIALS

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14114125	TANYA KELLER	2/8/2024	1950.00	0100	PROFESSIONAL SERVICES
14114128	DEMCO INC.	2/8/2024	1003.47	0100	INSTRUCTIONAL MATERIALS
14114129	SAFEWAY INC. -VONS DIVISION	2/8/2024	360.16	0100	REFRESHMENTS
14114131	RANCHO SAN DIEGO NURSERY INC	2/8/2024	734.40	0100	GROUNDS SUPPLIES
14114132	RCP BLOCK & BRICK	2/8/2024	449.15	0100	GROUNDS SUPPLIES
14114133	SMART & FINAL	2/8/2024	567.30	0100	REFRESHMENTS
14114134	WESTAIR GASES & EQUIPMENT INC	2/8/2024	722.28	0100	MAINTENANCE SUPPLIES
14114135	SAN YSIDRO SCHOOL DISTRICT	2/8/2024	11207.65	0100	PCARD REPLENISH
14114136	PRO POWER	2/8/2024	241.41	0100	MAINTENANCE SUPPLIES
14114138	AMAZON CAPITAL SERVICES	2/8/2024	18102.60	0100	INSTRUCTIONAL MATERIALS
14114140	ALBERTO CARLOS HERRERA	2/8/2024	849.07	0100	CONTRACTED SERVICES
14115627	VECTOR USA	2/12/2024	8097.23	0100	PROFESSIONAL SERVICES
14115628	FIREWATCH	2/12/2024	2704.00	0100	CONTRACTED SERVICES
14115629	CSM CONSULTING INC.	2/12/2024	1500.00	0100	CONTRACTED SERVICES
14115630	MAXIM HEALTHCARE SERVICES, INC	2/12/2024	51571.50	0100	PROFESSIONAL SERVICES
14115631	NAUMANN HOBBS MATERIAL	2/12/2024	196.47	0100	CONTRACTED SERVICES
14115632	HORIZON DISTRIBUTORS	2/12/2024	14718.65	0100	GROUNDS EQUIPMENT
14115633	DAILY JOURNAL CORPORATION	2/12/2024	49.00	0100	CONTRACTED SERVICES
14115634	ALLIANCE FOR AFRICAN ASSISTANCE	2/12/2024	195.00	0100	PROFESSIONAL SERVICES
14115635	DALE SCOTT & COMPANY, INC.	2/12/2024	1500.00	0100	PROFESSIONAL SERVICES
14115637	SDSU RESEARCH FOUNDATION/NCUST	2/12/2024	8750.00	0100	PROFESSIONAL SERVICES
14115638	C&C GLASS	2/12/2024	1785.00	0100	CONTRACTED SERVICES
14115639	EDTHEORY LLC	2/12/2024	22746.10	0100	PROFESSIONAL SERVICES
14115640	EMILY N STEWART CONSULTING	2/12/2024	2700.00	0100	PROFESSIONAL SERVICES
14115641	THE BIRCH AGENCY INC	2/12/2024	5600.00	0100	PROFESSDIONAL SERVICES
14115642	SECURITAS TECHNOLOGY CORPORATIOI	2/12/2024	1258.75	0100	CONTRACTED SERVICES
14115643	SATURN ELECTRIC, INC.	2/12/2024	1285.00	0100	CONTRACTED SERVICES
14115644	SDSU PRESS	2/12/2024	335.19	0100	OFFICE SUPPLIES
14115645	GRAINGER	2/12/2024	1133.46	0100	GROUNDS SUPPLIES
14115647	REFRIGERATION SUPPLIES	2/12/2024	1035.78	0100	MAINTENANCE SUPPLY
14115648	KONE INC	2/12/2024	11762.01	0100	CONTRACTED SERVICES
14115649	SAN DIEGO COUNTY SUPERINDENT	2/12/2024	5400.00	0100	REGISTRATION FEES
14115650	IMPERIAL SPRINKLER SUPPLY	2/12/2024	43.07	0100	GROUNDS SUPPLIES
14115651	FEDEX	2/12/2024	31.64	0100	CONTRACTED SERVICES
14115652	CABE SD SOUTH COUNTY	2/12/2024	2160.00	0100	REGISTRATION FEES

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14115653	PEARSON	2/12/2024	680.78	0100	INSTRUCTIONAL MATERIALS
14115654	TEAMTALK NETWORK	2/12/2024	437.58	0100	CONTRACTED SERVICES
14115655	RUSSELL SIGLER, INC	2/12/2024	212.21	0100	MAINTENANCE SUPPLIES
14115656	AMAZON CAPITAL SERVICES	2/12/2024	7161.30	0100	INSTRUCTIONAL MATERIALS
14115657	CALIFORNIA FINANCIAL SERVICES	2/12/2024	13000.00	0100	PROFESSIONAL SERVICES
14115658	SPARKLETTS	2/12/2024	394.90	0100	CONTRACTED SERVICES
14116864	ELMY FLORES	2/15/2024	61.57	0100	MILEAGE
14116865	FORENSIC ANALYTICAL CONSULTING	2/15/2024	2800.00	0100	PROFESSIONAL SERVICES
14116867	XEROX FINANCIAL SERVICES	2/15/2024	9274.25	0100	CONTRACTED SERVICES
14116868	MARK KIRCHER	2/15/2024	68.45	0100	MILEAGE
14116869	EFRAIN IVAN MANRIQUEZ	2/15/2024	173.19	0100	MILEAGE
14116870	AMBER ELLIOTT	2/15/2024	284.44	0100	MILEAGE
14116872	CAL PACIFIC TRUCK CENTER ,LLC	2/15/2024	4589.21	0100	CONTRACTED SERVICES
14116874	LAKESHORE	2/15/2024	4260.48	0100	INSTRUCTIONAL MATERIALS
14116877	PENSKE TRUCK LEASING	2/15/2024	299.82	0100	CONTRACTED SERVICES
14116878	HOME DEPOT	2/15/2024	5232.39	0100	MAINTENANCE SUPPLIES
14116879	WILLY'S ELECTRONIC SUPPLY CO.	2/15/2024	269.74	0100	TECHNOLOGY SUPPLIES
14116880	YMCA OF SAN DIEGO COUNTY	2/15/2024	174526.12	0100	PROFESSIONAL SERVICES
14116882	R&L PERFORMANCE AUTO SERVICE	2/15/2024	3603.07	0100	CONTRACTED SERVICES
14116883	FOLLETT SCHOOL SOLUTIONS,INC	2/15/2024	328.90	0100	CONTRACTED SERVICES
14116884	XEROX CORPORATION	2/15/2024	6089.94	0100	CONTRACTED SERVICES
14118332	PANERA BREAD COMPANY	2/20/2024	1372.79	0100	REFRESHMENTS
14118333	NATIONAL CITY TROPHY	2/20/2024	54.38	0100	AWARDS & INCENTIVES
14118334	PROCARE THERAPY	2/20/2024	6906.90	0100	PROFESSIONAL SERVICES
14118336	ATKINSON, ANDELSON, LOYA, RUUD	2/20/2024	2940.25	0100	LEGAL SERVICES
14118337	SAN YSIDRO SCHOOL DISTRICT	2/20/2024	14241.49	0100	PCARD REPLENISH
14119160	P.I.P.S.	2/22/2024	73540.42	0100	PROFESSIONAL SERVICES
14119161	KEENAN & ASSOCIATES	2/22/2024	13928.00	0100	PROFESSIONAL SERVICES
14119162	RIFTON EQUIPMENT	2/22/2024	408.11	0100	INSTRUCTIONAL MATERIALS
14119164	POWERSCHOOL GROUP LLC	2/22/2024	1238.55	0100	PROFESSIONAL SERVICES
14119165	THE SPEECH PATHOLOGY GROUP, INC	2/22/2024	47374.40	0100	PROFESSIONAL SERVICES
14119166	KYO AUTISM THERAPY, LLC	2/22/2024	16952.27	0100	PROFESSIONAL SERVICES
14119167	PROCARE THERAPY	2/22/2024	5083.00	0100	PROFESSIONAL SERVICES
14119168	CITY TREASURER	2/22/2024	7266.72	0100	UTILITIES
14119169	WAXIE SANITARY SUPPLY	2/22/2024	19241.05	0100	CUSTODIAL SUPPLIES

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14119170	SAM & ROSE STEIN EDUCATION	2/22/2024	18946.42	0100	PROFESSIONAL SERVICES
14119171	PARADIGM HEALTHCARE SERVICES	2/22/2024	701.28	0100	PROFESSIONAL SERVICES
14119172	THE INSTITUTE FOR EFFECTIVE	2/22/2024	27674.22	0100	PROFESSIONAL SERVICES
14119173	OFFICE DEPOT	2/22/2024	5285.58	0100	OFFICE SUPPLIES
14119174	CALIFORNIA DEPT. OF JUSTICE	2/22/2024	490.00	0100	CONTRACTED SERVICES
14119175	COMPLIANCE POSTER COMPANY	2/22/2024	760.11	0100	OFFICE SUPPLIES
14119176	SAN DIEGO COUNTY SUPERINDENT	2/22/2024	600.00	0100	REGISTRATION FEES
14119177	WALMART	2/22/2024	144.69	0100	INSTRUCTIONAL MATERIALS
14119178	SAN YSIDRO SCHOOL DISTRICT	2/22/2024	11365.31	0100	TRUST ACCOUNT
14119179	SIR SPEEDY PRINTING 02890	2/22/2024	53.88	0100	OFFICE MATERIALS
14120179	KEENAN & ASSOCIATES	2/26/2024	8364.00	0100	PROFESSIONAL SERVICES
14120181	MANO A MANO FOUNDATION	2/26/2024	6000.00	0100	PROFESSIONAL SERVICES
14120182	MARK KIRCHER	2/26/2024	30.21	0100	MILEAGE
14120183	HORIZON DISTRIBUTORS	2/26/2024	631.98	0100	GROUNDS SUPPLIES
14120184	CSEA	2/26/2024	636.00	0100	REGISTRATION FEES
14120185	IXL LEARNING INC.	2/26/2024	105.00	0100	REGISTRATION FEES
14120186	MARIANNA ROCHIN	2/26/2024	52.13	0100	MILEAGE
14120187	SUPERSONIC DETAILING INC	2/26/2024	10486.00	0100	CONTRACTED SERVICES
14120188	NAPA AUTO PARTS	2/26/2024	28.48	0100	MECHANIC SUPPLIES
14120189	PROCARE THERAPY	2/26/2024	23306.40	0100	PROFESSIONAL SERVICES
14120191	SIGNA DIGITAL SOLUTIONS, INC	2/26/2024	5699.37	0100	CONTRACTED SERVICES
14120192	CYNTHIA M FRAZEE	2/26/2024	1762.50	0100	PROFESSIONAL SERVICES
14120193	CHRIS BOCKENHAUER	2/26/2024	1000.00	0100	REIMBURSEMENT
14120194	MAIREN RUIZ	2/26/2024	121.46	0100	CLAIM REIMBURSEMENT
14120195	SAN DIEGO GAS & ELECTRIC	2/26/2024	103218.48	0100	UTILITIES
14120196	NORTH COUNTY EDUCATIONAL	2/26/2024	400.00	0100	DUES & MEMBERSHIPS
14120197	BEST BUY	2/26/2024	5427.49	0100	OFFICE EQUIPMENT
14120198	STOTZ EQUIPMENT	2/26/2024	1085.57	0100	GROUNDS SUPPLIES
14121381	BMR HEALTH SERVICES, INC	2/29/2024	61569.60	0100	PROFESSIONAL SERVICES
14121382	WINET PATRICK GAYER CREIGHTON	2/29/2024	4738.00	0100	LEGAL SERVICES
14121383	ROTECT CONNECT EDUCATE SOLUTION	2/29/2024	19767.00	0100	REGISTRATION FEES
14121384	SCHOOLOUTLET.COM	2/29/2024	1053.13	0100	INSTRUCTIONAL MATERIALS
14121385	WEX BANK	2/29/2024	5301.19	0100	CONTRACTED SERVICES
14121386	THE STEPPING STONE GROUP	2/29/2024	28032.23	0100	PROFESSIONAL SERVICES
14121387	MYBINDING LLC	2/29/2024	497.70	0100	PUBLICATION SUPPLIES

Expenditure Report
2/1/24-2/29/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14121388	E MUSIC THERAPY CENTER OF CALIFORI	2/29/2024	160.00	0100	PROFESSIONAL SERVICES
14121389	BEAR COMMUNICATIONS, INC.	2/29/2024	3153.31	0100	OFFICE SUPPLIES
14121391	LOZANO SMITH, LLP	2/29/2024	125.00	0100	REGISTRATION
14121392	SAN DIEGO COUNTY	2/29/2024	9000.00	0100	CONTRACTED SERVICES
14121393	EWING IRRIGATION	2/29/2024	837.63	0100	GROUND SUPPLIES
14121395	ROAD ONE TOWING	2/29/2024	225.00	0100	CONTRACTED SERVICES
14121397	SOUTHWEST SCHOOL & OFFICE	2/29/2024	911.62	0100	INSTRUCTIONAL SUPPLIES
14121398	SAN YSIDRO SCHOOL DISTRICT	2/29/2024	7526.42	0100	
14121399	TEAMTALK NETWORK	2/29/2024	437.58	0100	CONTRACTED SERVICES
14121400	PRO POWER	2/29/2024	1307.59	0100	MAINTENANCE SUPPLIES
14121401	BEST BEST & KRIEGER LLP	2/29/2024	31334.64	0100	LEGAL SERVICES
14121402	FOLLETT SCHOOL SOLUTIONS,INC	2/29/2024	3425.05	0100	LIBRARY SUPPLIES
14121403	AMAZON CAPITAL SERVICES	2/29/2024	8466.23	0100	INSTRUCTIONAL MATERIALS
14121405	U.S. BANK - PARS #6746050200	2/29/2024	19664.67	0100	PROFESSIONAL SERVICES
14121406	SPARKLETTS	2/29/2024	603.84	0100	CONTRACTED SERVICES
14121407	FLYERS ENERGY	2/29/2024	4782.08	0100	DIESEL
14121408	SOUTH BAY COMMUNITY SERVICES	2/29/2024	45980.00	0100	PROFESSIONAL SERVICES
Total Fund 01			**$ 1,668,017.25**		
14112935	WALMART	2/5/2024	564.73	1200	INSTRUCTIONAL MATERIALS
14114127	Y CHILDHOOD ASSESSMENT PROFESSIC	2/8/2024	5550.00	1200	PROFESSIONAL SERVICES
14114138	AMAZON CAPITAL SERVICES	2/8/2024	1233.95	1200	INSTRUCITONAL MATERIALS
14115640	EMILY N STEWART CONSULTING	2/12/2024	5350.00	1200	PROFESSIONAL SERVICES
14116873	CLARITZA LIMON	2/15/2024	31.90	1200	
14119177	WALMART	2/22/2024	100.72	1200	INSTRUCTIONAL MATERIALS
14121396	SAN DIEGO COUNTY SUPERINTENDEN	2/29/2024	480.00	1200	REGISTRATION FEES
14121403	AMAZON CAPITAL SERVICES	2/29/2024	922.04	1200	INSTRUCITONAL MATERIALS
Total Fund 12			**$ 14,233.34**		
14114123	SYSCO SAN DIEGO INC.	2/8/2024	9283.60	1300	CAFETERIA FOODS
14114130	P&R PAPER SUPPLY COMPANY, INC.	2/8/2024	4180.60	1300	CAFETERIA PAPER GOODS
14114137	AMERICAN PRODUCE DISTRIBUTORS	2/8/2024	9229.02	1300	CAFETERIA FOODS
14115646	HOLLANDIA DAIRY INC.	2/12/2024	30252.63	1300	CAFETERIA FOODS
14116863	ANA BUSH	2/15/2024	189.06	1300	MILEAGE
14116866	GOLD STAR FOODS	2/15/2024	93628.12	1300	CAFETERIA FOOD
14116871	INDUSTRIAL ELECTRIC	2/15/2024	5364.05	1300	CONTRACTED SERVICES
14116875	OFFICE DEPOT	2/15/2024	562.93	1300	OFFICE SUPPLIES

Expenditure Report
2/1/24-2/29/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14116876	COUNTY OF SAN DIEGO	2/15/2024	472.00	1300	CONTRACTED SERVICES
14116881	ACE COOLERS INC	2/15/2024	8135.32	1300	CONTRACTED SERVICES
14119163	PANERA BREAD COMPANY	2/22/2024	5897.69	1300	REFRESHMENTS
14121390	COURTNEY TIRE SERVICE	2/29/2024	573.50	1300	CONTRACTED SERVICES
14121394	VELOCITY TRUCK CENTERS	2/29/2024	1406.40	1300	CONTRACTED SERVICES
Total Fund 13			**$ 169,174.92**		
14112930	CHRISTINA M BECKER	2/5/2024	3931.25	2133	PROFESSIONAL SERVICES
14112932	SCHOOL FACILITY CONSULTANTS	2/5/2024	11500.00	2133	PROFESSIONAL SERVICES
14114126	CHRISTINA M BECKER	2/8/2024	8371.25	2133	PROFESSIONAL SERVICES
14115636	TOM SILVA CONSULTING	2/12/2024	6081.25	2133	PROFESSIONAL SERVICES
14118335	DE LA FUENTE CONSTRUCTION, INC.	2/20/2024	1293350.64	2133	CONTRACTED SERVICES
14120190	DAVY ARCHITECTURE INC	2/26/2024	15000.00	2133	CONTRACTED SERVICES
14120180	NINYO & MOORE	2/26/2024	6483.51	2139	CONTRACTED SERVICES
Total Fund 21			**$ 1,344,717.90**		
Grand total			$ 3,196,143.41		

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: APPROVE/RATIFY AGREEMENTS WITHIN DELEGATION OF AUTHORITY LIMITS

BACKGROUND INFORMATION:
Pursuant to Education Code Section 17604 and No. 23/24-0006, the power to contract on behalf of the Governing Board of the San Ysidro School District was delegated to the Superintendent and the Chief Business Official during the 2023-24 fiscal year, in the maximum amounts of $15,000 for public project contracts and $30,000 for all other contracts, respectively; provided that no contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until same shall have been approved or ratified by the Governing Board, said approval or ratification to be evidenced by a motion duly passed and adopted.

The various departments of the district submitted the agreements on the attached list for Governing Board approval and/or ratification.

RECOMMENDATION:
Approve/Ratify the agreements on the attached list with cost implications that fall within the authorized delegation of authority limits of up to $15,000 for public project contracts and up to $30,000 for all other contracts from the various funding sources or at no cost to the district.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

See attached	Various Funding Sources
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

AGREEMENTS UNDER $30,000 FOR APPROVAL / RATIFICATION

March 5, 2024

	Vendor	Description	Estimated Amount	Funding Source	Administrator
1	Connect4Kids Psychological Services	Amendment No. 2 and No. 3 to provide independent psychological and academic evaluations for students with special needs. (2023-24)	$18,230.00	Special Education	Little/Madera
2	Dairy Council of California	To provide Mobile Dairy Classroom Assemblies to elementary school sites. (2023-2025)	N/A	N/A	Little
3	Girls On The Run San Diego	Accept Grant Award and Approve Agreement for La Mirada School students to participate in the 2024 Spring 5K event on May 5, 2024. (2023-24)	N/A	GOTRSD Grant	Little/English
4	WestEd	For the administration of the California Healthy Kids Survey. (2023-24)	$1,626.40	General	Little

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Special Education Department
Oscar Madera, Director

☐ Informational
☒ Action

AGENDA ITEM: AMENDMENTS TO THE CONNECT4KIDS PSYCHOLOGICAL SERVICES AGREEMENT

BACKGROUND INFORMATION:
Federal law section 34 C.F.R. 300.503 defines an Independent Educational Evaluation (IEE) as "an evaluation conducted by a qualified examiner who is not employed by the public agency responsible for the education of the child in question."

Connect4Kids Psychological Services, an independent agency, has been selected by the parents to perform independent psychological and academic evaluations for their children with special needs.

Amendment No. 2 is to include services for an additional student. The compensation will increase by $7,090.00.

Amendment No. 3 is to include services for an additional student. The compensation will increase by $2,640.00.

RECOMMENDATION:
Approve/Ratify Amendment No. 2 and Amendment No. 3 to the Connect4Kids Psychological Services Agreement to provide independent psychological and academic evaluations for students with special needs in the new contract amount of $18,230.00 from the Special Education fund.

LCAP GOAL AND ACTION/SERVICE:
Goal 1: Student Achievement, Action 1.18: Continue to provide site and/or district based academic intervention programs to serve the districts unduplicated student groups (i.e., English Learners, Socio-Economically Disadvantaged, Students with Disabilities, etc.) and educationally disadvantaged students in Comprehensive Support and Improvements Schools. Personnel (e.g., instructional aides) may be hired to support in-class interventions for all student groups including unduplicated students at all school sites.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

NEW CONTRACT TOTAL	
$18,230.00	Special Education Fund
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

AMENDMENT NO. 2

The Professional Services Agreement between San Ysidro School District (District) and Connect4Kids Psychological Services (Consultant) was entered on July 14, 2023, to provide independent psychological and academic evaluations for students with special needs.

Amendment No. 1 - The following sections are being amended.

- EXHIBIT A: Add the following to the Scope of Work.
    - Adding services for a new student at ($7,090.00)

- SECTION 2.1 FEES: The cost implication for the additional services described above will increase from $8,500.00 to $15,590.00. The new not-to-exceed contract total is $15,590.00.

All other Terms and Conditions of the Agreement dated July 14, 2023, remain the same.

The District and Consultant, each of the parties signing this Amendment warrants to the other that he or she has the full authority to sign on behalf of the Party which his or her signature is made.

Connect4Kids Psychological Services	**San Ysidro School District**
Firm Name	Firm Name
Signature of Authorized Agent	Signature
Crystal Bejarano, Psy.D. – Executive Director	Marilyn Adrianzen, Chief Business Official
Print Name, Title	Print Name, Title
01/16/2024	
Date:	Date
	Board Approved/Ratified

SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

AMENDMENT NO. 3

The Professional Services Agreement between San Ysidro School District (District) and Connect4Kids Psychological Services (Consultant) was entered on July 14, 2023, to provide independent psychological and academic evaluations for students with special needs.

Amendment No. 1 - The following sections are being amended.

- EXHIBIT A: Add the following to the Scope of Work.
    - Adding services for a student at ($2,640.00)

- SECTION 2.1 FEES: The cost implication for the additional services described above will increase from $15,590.00 to $18,230.00. The new not-to-exceed contract total is $18,230.00

All other Terms and Conditions of the Agreement dated July 14, 2023, remain the same.

The District and Consultant, each of the parties signing this Amendment warrants to the other that he or she has the full authority to sign on behalf of the Party which his or her signature is made.

Connect4Kids Psychological Services	**San Ysidro School District**
Firm Name	Firm Name
Signature of Authorized Agent	Signature
Crystal Bejarano, Psy.D. – Executive Director	Marilyn Adrianzen, Chief Business Official
Print Name, Title	Print Name, Title
01/30/2024	
Date:	Date
	Board Approved/Ratified

MOBISAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Educational Services
Russell Little, Assistant Superintendent

☐ Informational
☒ Action

AGENDA ITEM: AGREEMENT WITH DAIRY COUNCIL OF CALIFORNIA FOR MOBILE DAIRY CLASSROOM ASSEMBLIES

BACKGROUND INFORMATION:
The Mobile Dairy Classroom is the original farm-to-school agricultural literacy program operating in California since the 1930s. With the aid of a working dairy cow, the assembly teaches how milk and dairy foods are produced and how they contribute to healthy eating.

The Mobile Dairy Classroom brings agriculture literacy to schools. Educational Services is requesting approval to offer the Mobile Dairy Classroom Assembly at the District's elementary schools at no cost to the District.

Term: March 6, 2024 to June 30, 2025

RECOMMENDATION:
Approve the agreement with the Dairy Council of California to provide Mobile Dairy Classroom presentations at district elementary schools during fiscal years 2023-24 and 2024-25 at no cost to the District.

LCAP GOAL AND ACTION/SERVICE:
Goal 1: Student Achievement - Improve student achievement for all students and accelerate student learning increases for English Learners and students with disabilities.
Goal 3: Student Engagement and School Climate - Ensure that all students are educated in positive academic environments that are safe, welcoming, and drug free.

☐ **Renewal** ☐ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT SERVICE AGREEMENT FOR GUEST SPEAKER

Between Dairy Council of California (SPEAKER) and
San Ysidro School District (DISTRICT)

1. Purpose:
The Dairy Council of California is committed to elevating the health of children and families through the pursuit of lifelong healthy eating habits. The Mobile Dairy Classroom brings agriculture literacy to the whole school. The assembly teaches where food comes from, teaches students new vocabulary, the anatomy of a cow, how milk goes from the cow to the table and the importance of healthy eating and physical activity.

2. Scope of Services:
The SPEAKER shall perform the services described below:

- There will be two 45-minute assemblies:
    - 45 minutes for lower elementary grades, K-3, focusing on vocabulary, life cycles and anatomy concepts
    - 45 minutes for upper elementary grades, 4-6, explaining the ruminant digestive system, lactation cycle, agriculture technology and milk processing with proper vocabulary
- The cow stays in her classroom trailer for the whole assembly.
- The assembly is an outdoor event and will take place in the morning.
- Chairs are not recommended.
- This assembly is intended for whole school participation. (optional)

The term of this agreement is from March 6, 2024 to June 30, 2025. SPEAKER shall provide a schedule and locations of presentations.

- Location: San Ysidro School District (All Schools) at the option of the school principal.

Upon arrival to school campus, SPEAKER shall stop at the main office to sign-in/out. A District staff member shall accompany students at all times during the presentations.

3. Compensation:
At no cost to the District.

4. Indemnification and Hold Harmless:
SPEAKER shall defend, indemnify, and hold harmless the DISTRICT, its Board of Trustees, officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the SPEAKER hereunder, whether the same arises before or after completion of or expiration of this Agreement, except for damage, loss, or injury resulting from the DISTRICT's sole negligence or willful misconduct.

5. Insurance

SPEAKER shall maintain, at own expense, **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "per occurrence" basis, including products and completed operations, property damage, bodily injury, sexual misconduct and personal & advertising injury with limits no less than $1,000,000 per occurrence with a general aggregate limit of $2,000,000 the required occurrence limit. The San Ysidro School District must be named additional insured and endorsed.

Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **$1,000,000** per accident for bodily injury and property damage.

Verification of Coverage

SPEAKER shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the DISTRICT before work/services commences. However, failure to obtain the required documents prior to the work beginning shall not waive the SPEAKER's obligation to provide them. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

5. Termination:

This contract may be terminated at no cost to either party upon 10 days advance written notice prior to the date of service stated in Section 2, above.

6. Other:

SPEAKER is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This Agreement is the complete and exclusive understanding of the parties, and may only be modified in writing with the agreement of both parties.

This Agreement shall be governed by the laws of the State of California. Any dispute arising hereunder shall be resolved exclusively in the courts of the State of California located in San Diego, California. //

Signature page next -

WARRANTY OF AUTHORITY:
Each of the parties signing this Agreement warrants to the other that he or she has the full authority to enter into agreement on behalf of the Party for which his or her signature is made.//

DAIRY COUNCIL OF CALIFORNIA – Authorized Representative

Signature: Kimberlee McLaughlin Date: 2/28/2024

Name: Kimberlee McLaughlin Title: Mobile Dairy Classroom Manager

Address: 1418 N. Market Blvd., Suite 500, Sacramento CA 95834

Telephone: 916-263-3500 E-mail: kmclaughlin@dairycouncilofca.org

SAN YSIDRO SCHOOL DISTRICT – Authorized Representative

Signature: _____ Date: _____
Marilyn Adrianzen, Chief Business Official
4350 Otay Mesa Road, San Ysidro, CA 92173
(619) 428-4476 Board approved/ratified: _____

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
La Mirada Elementary
Laura English, Principal

☐ Informational
☒ Action

AGENDA ITEM: GRANT AWARD AND APPROVAL OF THE GIRLS ON THE RUN SAN DIEGO FUNDED TEAM AGREEMENT

BACKGROUND INFORMATION:
Girls on the Run of San Diego (GOTRSD) is a nonprofit organization with a mission to inspire girls to be healthy and confident by using a fun curriculum that integrates physical activity. La Mirada School was selected to receive GOTRSD funding for 2023-24. Girls on the Run San Diego agrees to the following:

- Provide Girls on the Run training, curriculum, and ongoing support to volunteer coaches.
- Provide all necessary program supplies to approved school teams.
- Maintain liability coverage for all approved sites.
- Provide GOTR t-shirt, journal, activity sheets, program supplies, program keepsake, and 5K registration to all participants.
- Provide funded teams with healthy snacks, transportation for girls and coaches to/from the GOTR 5K event which will be held on May 5, 2024..

The Principal at La Mirada Elementary is requesting approval to accept the donation from Girls On The Run San Diego (GOTRSD), for teams of girls to participate during the GOTR season at no cost to the district. The participating students will practice after school under the supervision of 3 volunteer staff member/coaches. Parent consent is required to participate.

RECOMMENDATION:
Approve/Ratify the Girls On The Run San Diego Funded Team Agreement and accept the grant award for La Mirada School students to participate in the 2024 Spring 5K event.

LCAP GOAL AND ACTION/SERVICE:
Goal 3: Student Engagement and School Climate ~ Ensure that all students are educated in positive academic environments that are safe, welcoming, and drug free.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	N/A

N/A	GOTR Grant
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

Girls on the Run San Diego Funded Team Agreement

Girls on the Run of San Diego (GOTRSD) is a nonprofit organization with a mission to inspire girls to be healthy and confident by using a fun curriculum that integrates physical activity. The parties to this agreement are GOTRSD, a nonprofit corporation organized and existing under laws of California, and the below site location referred to as "school".

THE FORM DEADLINE for Spring 2024 is December 15, 2023. Please review and sign below to indicate that you agree to the terms and commit to hosting a team for the upcoming season.

GOTRSD will be offering programming to your team for a discounted registration fee of $15 per participant. The fee can be paid by families, school, PTA/PTO, sponsorships, or through fundraising. GOTRSD funding assigned to your team must be used for the current season. If a team that has been assigned funding cancels or fails to meet the team agreements after submitting this form, they may be excluded from funding consideration for future seasons.

Girls on the Run San Diego agrees to:

- Provide Girls on the Run training, curriculum, and ongoing support to volunteer coaches.
- Provide all necessary program supplies to approved teams.
- Maintain liability coverage for all approved sites.
- Provide GOTR t-shirt, journal, activity sheets, program supplies, program keepsake, and 5K registration to all participants.
- Provide funded teams with healthy snacks, transportation for girls and coaches to/from the GOTR 5K, and discounted Running Buddy registration for one caregiver/family member per participant.

Funded Team/School agrees to:

- Provide a minimum of 2 volunteer coaches to lead the team for the entire season.
  - All **new** coaches must register online, complete online training, attend one pre-season coach training and complete an online background check.
  - All **returning** coaches must register online, complete online training, attend one pre-season coach training (if it's been more than 2 years since their last), and complete an online background check, if needed.
  - Attend Coach Kick-Off on February 8, 2024 - *location and time TBD*
- Identify a Team Liaison to:
  - Assist in participant registration efforts and management.
  - Share all necessary program information with families and potential participants.
  - Collect all registration forms and fees (if not utilizing online registration), and submit physical copies to GOTRSD by February 29, 2024. Teams that fail to submit all forms and fees by the deadline **may not be able to receive all funded team benefits.**
  - Be the main point of contact between GOTRSD staff and the team, and (if necessary) the main point of contact between GOTRSD coaches and the site/parents.
- Ensure the successful and safe implementation of Girls on the Run at your site, following all GOTR guidelines and regulations as well as the guidelines and regulations of the site.

We are looking forward to working with your team this season!

School: La Mirada Elementary School

Signature of School Principal or Director: Laura English Date: 11/29/23

Printed Name and Position: Laura English, Principal

Signature of Team Liaison: Jedzida Herron Date:

Printed Name and Position: Jedzida Herron, School Social Worker

Signature of GOTRSD: Izabel Bautista Date: 12/12/23

Printed Name and Position: Izabel Bautista, Program Operations Manager

Please scan and email form to program@gotrsd.org by December 15, 2023
Questions? (619) 816-6991 or program@gotrsd.org

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Russell Little, Asst. Superintendent
Educational Lead & Pupil Services

☐ Informational
☒ Action

AGENDA ITEM: MEMORANDUM OF UNDERSTANDING WITH WESTED FOR THE ADMINISTRATION OF THE CALIFORNIA HEALTHY KIDS SURVEY

BACKGROUND INFORMATION:
WestEd partners with schools and districts to provide research-based services to improve education outcomes and turn around low-performing schools and districts. WestEd understands that to improve learning for children, youth and adults, it is essential to support and enhance the effectiveness of educations systems at all levels.

The California Healthy Kids Survey (CHKS) is the largest statewide survey of resiliency, protective factors, risk behaviors and school climate in the nation. Across California, the CHKS has led to a better understanding of the relationship between students' health behaviors and academic performance and is frequently cited by state policymakers and the media as a critical component of school improvement efforts to help guide the development of more effective health, prevention, and youth development programs.

San Ysidro School District is required to administer the CHKS by the end of the 2023-2024 school year, with the mandatory obligation of having and approved Memorandum of Understanding with WestEd.

RECOMMENDATION:
Approve the Memorandum of Understanding with WestEd for the administration of the California Healthy Kids Survey during school year 2023-2024 at the total cost of $1,626.40 from the General fund.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #3: STUDENT ENGAGEMENT AND SCHOOL CLIMATE
Ensure that all students are educated in positive academic environments that are safe, welcoming, and drug free.

☒ **Renewal** ☐ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$1,626.40	General Fund
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

CalSCHLS

California School Climate, Health, and Learning Surveys

MEMORANDUM OF UNDERSTANDING · 2023/24 SCHOOL YEAR

DISTRICT NAME: SAN YSIDRO SCHOOL DISTRICT

This agreement outlines conditions to be met by the above-named district (the "District") and WestEd as they relate to access to and the administration of the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS), and the California School Parent Survey (CSPS), which are part of the comprehensive CalSCHLS data system, developed by WestEd under contract with the California Department of Education (CDE). **Survey access will not be granted until a signed copy of this Memorandum of Understanding (MOU) is received.**

I. DISTRICT AGREES TO:

- **Coordination.** Provide one district–level contact person for each participating district.
- **Surveys.** Administer each CalSCHLS survey selected by District (CHKS, CSSS, and/or CSPS) according to the procedures in the CalSCHLS Administration Instructions. Ensure that each survey administered is the most recent version.
- **Data Submission and Report Preparation.** Notify CalSCHLS Regional Center staff upon completion of each survey administration per the guidelines provided at registration.

CALIFORNIA HEALTHY KIDS SURVEY (CHKS) ADMINISTRATION

- **Grades and Schools.** Survey Grades 3 through 12 as appropriate within the District. Provide current student enrollment figures for all schools by grade level.
- **Parent Consent.** Follow the active parental consent process with grades below seven, and passive parental consent with Grade 7 and above.
    - Follow written school board policy for active and/or passive consent and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Privacy of Students.** Preserve respondent privacy and the confidentiality of the responses by ensuring that the room set-up prevents anyone from observing how the respondent is answering the survey questions and ensure that reasonable measures are taken to protect the responses after they are collected.
- **Assurance of Confidentiality Agreement.** Ensure that all teachers/proctors assigned to administer the survey sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.
- **Response Rates.** Make best efforts to obtain a response rate of at least 70% of students in surveyed grades.

CALIFORNIA SCHOOL STAFF SURVEY (CSSS) ADMINISTRATION

- Ensure that all staff at participating schools have the opportunity to complete the online survey (CSSS) at each school and for each grade level.

CALIFORNIA SCHOOL PARENT SURVEY (CSPS) ADMINISTRATION

- Coordinate with CalSCHLS staff regarding the administration of online and paper parent survey materials.

- Administer the CSPS to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- Each family (parent/guardian/caregiver) should complete only one survey per school regardless of number of children enrolled in that school.

PAYMENT

Make payment of all CalSCHLS fees, at the current rates for the applicable school year within thirty (30) days of completion of services and receipt of deliverables. See attached fee schedule for the 2023-2024 school year.

II. WESTED AGREES TO PROVIDE:

- Comprehensive technical assistance via email and phone.
- Access to the CHKS online system.
- Access to the CSSS online system.
- Access to the CSPS online system and master copy of the survey instrument for paper administration.
- Access to the CalSCHLS System website (calschls.org).
- Access to the integrated CalSCHLS Administration Instructions on each of the survey websites, which shall cover the tasks that need to be performed in conducting the surveys, and provide step-by-step instructions to District staff with responsibility for coordinating the survey.
- Access to the CalSCHLS Administration PowerPoint presentation, which shall be posted on the CalSCHLS website.
- Monthly editions of the School Climate Connection Newsletter during the school year.
- Scanning and online services.
- **District-level reports within six to ten weeks after receipt of accurate and complete survey information and materials.**

III. ACCESS

Under the Public Records Act, any third-party (for example, the media) can request existing district reports from CDE. Raw data may be provided to public agencies and research agencies by request for analyses only after the requesting agency has executed an agreement with WestEd and/or CDE and has agreed to conditions of strict confidentiality in compliance with state and federal regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 et. seq.), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

CalSCHLS Regional Center staff post District CalSCHLS reports (CHKS and CSSS) to the CalSCHLS System websites in November of the year following survey administration.

IV. CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the CalSCHLS surveys (CHKS, CSSS, and CSPS), understand that data will be subject to the conditions stated above. Once produced, district-level reports will be available to outside agencies via the website or upon request, and raw data may be provided to public and research agencies for analysis under strict conditions of confidentiality.

District further agrees to use the CalSCHLS surveys only for use in its own district, and only for so long as this MOU is in effect.

V. GENERAL TERMS AND CONDITIONS

a. Terms. This MOU is effective on September 1, 2023 and expires on June 30, 2024.

b. Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by both parties.

c. Severability. The provisions of this MOU are severable and the unenforceability of any provision of this MOU shall not affect the enforceability of any other provision hereof.

d. Limitation of Liability. Each party shall bear all costs, risk, and liabilities incurred by it arising out if its obligations and efforts under this MOU. Neither party shall have any right to reimbursement, payment or compensation of any kind from the other party, unless expressly agreed to in writing.

e. Indemnification. District shall defend, indemnify, and hold WestEd, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

   WestEd shall defend, indemnify, and hold District, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of WestEd, its officers, agents, or employees.

f. Dispute resolution. District and WestEd shall exercise commercially reasonable efforts to settle any claim, controversy, or dispute (collectively, "Dispute") arising out of or relating to this MOU. The parties shall discuss any Dispute no later than thirty (30) days after either party gives written notice to the other party of a Dispute, including the legal and factual basis for such Dispute. No arbitration or other proceeding may be commenced before the parties have met pursuant to this provision. In the event that a Dispute cannot be resolved through good faith negotiations, the parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek injunctive or provisional relief to protect confidential information at any time.

g. Assignment. District shall not voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without prior written consent from WestEd. Any purported assignment in violation of this paragraph shall be void.

h. Execution. This MOU has been negotiated by all parties and shall not be strictly construed against the parties. This MOU may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.

California Survey Administration Fees 2023–2024

All Fees include CDE Subsidies

Questions? Email us at calschls@wested.org

Data Dashboard
Password-Protected Data Dashboard – *$75 per eligible school* Districts may purchase a two-year subscription to a password-protected, private data dashboard that displays up to 10 years of CalSCHLS data at the district level and individual school level at the subsidized rate of $75 per eligible school.

Survey-Related Fees	CHKS Student	CSSS Staff	CSPS Parent
Survey Set-up Fee – *per survey type*	$150	$150*	$150
Enrollment Fee – *per student enrolled*	$0.40		
Paper Processing Fee – *per parent survey paper copy returned for manual processing*			$0.40
Supplementary Modules – *per supplemental module*	$100	$100	$100
School Reports – *per school, includes school special reports* *(Elementary and secondary student reports are charged separately.)*	$75	$75	$75
District Raw Data – *per data set*	$75	$75	$75
Countywide Raw Data – *per data set*	$500	$500	$500
Countywide Report – *per report*	$500	$500	

** If you are a district surveying less than 100 students, the CSSS Survey Set-up Fee will be waived.*

Custom Services
Custom Modules – *$200 development fee for every three questions or fraction thereof; $100 for subsequent use of the same module (with no changes)*
Custom Workshops – *$125 per hour (for staffing-related costs), plus travel expenses*
Other Custom Requests – *$100 per hour*

By signing this document, the named District and WestEd signify that each party, has reviewed, understands, agrees to, and will comply with the terms and conditions stated above.

District Representative:

_____
Signature

Marilyn Adrianzen, CBO
Printed name

_____
Date

Board approved: _____

WestEd Staff:

_____
Signature

_____
Printed name

_____
Date

Contact person: Russell Little, Asst. Superintendent
russell.little@sysdschools.org

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: ACCEPTANCE OF DONATIONS

BACKGROUND INFORMATION:
The San Ysidro School District appreciates the support of individuals and organizations that contribute to the enhancement of the District's educational programs. These grants/donations are in keeping with the criteria of Board Policy 3290.

The District would like to accept and thank the organization and/or individuals on the attached list for their generous contributions to education, students and staff.

RECOMMENDATION:
Accept donations and grants valued at $1,500.00 to help support and enrich our educational programs.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No	

DONATIONS $1,500.00	Cash/Checks Only Donations Account
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

BOARD MEETING: 03-05-24		Donation / Grant		
From	To	Cash/Check Amount	Estimated Value of items/supplies	Purpose / Description
National Foundation for Autism (NFAR)	SYMS	$1,000.00	N/A	NFAR Teacher Grant No. P23-T-068 awarded for Sensory Room (Ms. Aleyda Santoyo)
National Foundation for Autism (NFAR)	Special Education - Adaptive P.E. Program	$500.00	N/A	**Revision:** NFAR Teacher Grant No. P23-T-047 awarded for Healthy Minds and Healthy Bodies to Teacher Mr. Mark Kircher (Teacher's name stated incorrectly as Ms. Marsha Monet)

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Jose Iniguez, Assistant Superintendent of Admin. Leadership, School Support & Safety

☐ Informational
☒ Action

AGENDA ITEM: MASTER AGREEMENT WITH TERRAVERDE ENERGY, LLC

BACKGROUND INFORMATION:

Based on the results of RFQ No. 2307 for professional consultants to serve the District's capital improvement and maintenance program, the following initial set of master agreements and associated maximum values are presented for approval. Maximum values cannot be exceeded without additional Board authorization. These agreements will be for a term of 3 years with the ability to extend a year at a time for a maximum term no longer than 5 years as allowed by code. Annual extensions, if desired, will require Board action.

There is no fiscal commitment when approving a master agreement. This action will authorize the Board's designated representatives (Superintendent and Chief Business Official) to negotiate, verify funding availability and execute Work Authorizations which will identify the scope, schedule & budget for specific tasks. Each action so taken shall be followed by approval and ratification at the next regularly scheduled Board meeting. Actions shall identify the associated fund source(s).

Approval of these master agreements has no fiscal impact. Only Work Authorizations create a commitment of funds. This is the initial request for urgently needed services. Additional consultants from the results of RFQ No. 2307 will be brought to the Board for consideration as needs arise.

Firm	Specialty	Maximum Value 3 Year Term
TerraVerde Energy, LLC	Renewable Energy Consultant	$100,000

Time is of the essence, and approval will also authorize the Board's designated representatives (Superintendent and Chief Business Official) to finalize each firm's master agreement with minor modifications and legal oversight based generally on the form of contract provided herewith.

RECOMMENDATION:

Approve a 3-year master agreement with TerraVerde Energy, LLC, an approved firm through RFQ No. 2307 to provide professional consulting services for capital improvement and maintenance projects. Authorize staff to finalize agreements with each firm based on the form of contract provided with any minor modifications having legal oversight. Authorize Superintendent or Chief Business Official to execute Work Authorizations for tasks followed by Board ratification and approval.

Continued on following page

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal 7.0 – Provide sufficient, safe, well-maintained, and visually appealing facilities that create an environment for improving student achievement.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☐ Yes ☐ No ☒ N/A	N/A

N/A	To be determined on a task-by-task basis from G.O. Bonds Measure T & U and/or other funding sources
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

MASTER AGREEMENT FOR PROFESSIONAL RENEWABLE ENERGY/SOLAR CONSULTING SERVICES BETWEEN THE SAN YSIDRO SCHOOL DISTRICT AND TERRAVERDE ENERGY, LLC

This agreement is made and entered into as of the date of the last signature hereto, by and between the SAN YSIDRO SCHOOL DISTRICT ("SYSD") and TERRAVERDE ENERGY, LLC, (the "Consultant"), a Professional RENEWABLE ENERGY/SOLAR Consultant (collectively referred to as the "Parties" and each individually as "Party.").

RECITALS

WHEREAS, The SAN YSIDRO SCHOOL DISTRICT is in need of professional RENEWABLE ENERGY/SOLAR consulting services, hereinafter referred to as "Services"; and,

WHEREAS, Consultant is duly licensed and/or has the necessary qualifications to provide such RENEWABLE ENERGY/SOLAR services for the Project; and,

WHEREAS, SYSD desires to engage Consultant to render services on an ongoing basis for a period of up to three (3) years, with an option for up to two (2) one year extensions, hereinafter referred to as the "Project".

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1 Definitions

"Agreement" shall mean this professional services agreement.
"Consultant" shall mean TERRAVERDE ENERGY, LLC.
"Project" shall mean the ongoing services provided under this contract as directed by Work Authorizations.
"SYSD" shall mean the SAN YSIDRO SCHOOL DISTRICT.
"Services" shall mean the RENEWABLE ENERGY/SOLAR consulting services to be provided by Consultant pursuant to this Agreement and as further described in Scope of Services below.
"Work Authorization" shall mean the written authorization, signed by both parties, to proceed with specific scopes of service.

2 Scope, Deliverables and Term

2.1 Scope of Services

The scope of services will be determined on a Work Authorization basis and agreed to in writing prior to proceeding with services. Each written Work Authorization, once signed by both parties, shall include the scope of work, the number of hours authorized, or lump sum, the timelines associated with the scope of work, as well as any deliverables due. The Work Authorization form is provided herewith as Exhibit A.

2.2 Deliverable(s)

Deliverables shall be determined in writing on each Work Authorization when applicable.

2.3 Term

The term of this Agreement shall be for a period of three (3) year(s) from the date of execution of this Agreement. Such term may be extended upon written agreement of both SYSD and Consultant.

Due to the anticipated nature of the services to be authorized, it is understood that Work Authorizations signed by both parties prior to the expiration of the Master Agreement may need to proceed uninterrupted including payment for services. The end of Term indicates the date by which no new Work Authorizations will be allowed and no further Amendments to this Agreement extending the cost or the term will be allowed.

3 Fees and Payments.

3.1 Fees

The maximum value authorized under this Agreement without further written amendment for specified services is **one hundred thousand dollars ($100,000.00),** including expenses if applicable, as identified and agreed to in each signed Work Authorization.

No reimbursables or travel expenses are allowed unless specifically authorized in advance via a Work Authorization.

TerraVerde Hourly Rate Table

Title / Role	Hourly Rate
Administrative	$150
Engineer / Analyst	$200
Project Manager	$225
Project Developer	$260
Director	$275
Executive	$295

*(*2023 Rates)*

3.2 Payments

Consultant shall furnish SYSD with an invoice on no more than a monthly basis reflecting services performed and expenses. The invoices shall be separately submitted for

each active Work Authorization, and shall detail charges by categories, including labor, materials, equipment, supplies and miscellaneous expenses, or as otherwise negotiated on each Work Authorization. Consultant shall furnish original receipts for all reimbursable expenses, if reimbursables are authorized. Food reimbursement requests must include itemized receipts and no alcohol will be reimbursed. Tips for services rendered will not be reimbursed. No Work Authorization can alter these reimbursement rules. Any change to these rules must be made via an Amendment to this Master Contract. SYSD shall independently review each invoice submitted to determine that the work performed, and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth below. In the event any charges or expenses are disputed, the invoice shall be returned by SYSD to Consultant within ten (10) business days of receipt for correction and resubmission.

3.3 Payment Terms

Payment shall be net thirty (30) days from the date services were received and accepted, or the date the invoice was received, whichever is later. See also 3.2 Payments.

4 Extra Work

At any time during the term of this Agreement, SYSD may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by SYSD to be necessary, but which the Parties did not reasonably anticipate would be necessary at the execution of the Work Authorization. Consultant shall not perform, nor be compensated for, Extra Work without a written supplemental Work Authorization from SYSD.

5 Responsibilities of Consultant.

5.1 Organization

Consultant shall assign a specific Project Manager to each Work Authorization. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of SYSD, which consent shall not be unreasonably withheld. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement.

5.2 Work Authorization

Consultant shall obtain from SYSD a written Work Authorization for any work requested in advance of performance. Such Work Authorization shall reiterate Consultant's duties for the service, deliverables, due dates, and agreed upon payment therefore. Each Work Authorization, signed by both parties, shall become a part of this agreement and subject to the terms and conditions herein.

5.3 Coordination of Services

23. Consultant agrees to work closely with SYSD staff in the performance of Services and shall be available to SYSD's staff, consultants and other staff at all reasonable times.

5.4 Standard of Care

Consultant shall perform all Services under this Agreement in a skillful, competent, and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and

maintains that it is skilled in the professional calling necessary to perform the Services. Consultant represents that it will assign employees and subcontractors who have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subcontractors or subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees, subconsultants or subcontractors who are determined by SYSD to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees, subconsultants or subcontractors who fail or refuse to perform the Services in a manner reasonably acceptable to SYSD, shall be promptly removed from the Project by the Consultant and shall not be re-employed or retained to perform any of the Services or to work on the Project.

5.5 Independent Contractor & Additional Personnel

Consultant is retained as an independent Consultant and is not an agent or employee of SYSD. No employee or agent of Consultant shall by this Agreement become an agent or employee of SYSD. The work to be performed shall be in accordance with the work described herein, subject to such directions and amendments from SYSD as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind SYSD to any obligation whatsoever, except as specifically provided in writing by SYSD. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law.

5.6 Laws and Regulations

Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all California Code of Regulations Title 24 and Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

5.7 Maintenance of Accounting Records

Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of SYSD during normal business hours with reasonable notice to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement."

5.8 INSURANCE

(1) Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to SYSD that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to SYSD that the subcontractor has secured all insurance required under this Section.

(2) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, and employees. Such insurance shall survive after this agreement as permitted by law. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall survive after this agreement as permitted by law. Such insurance shall meet at least the following minimum levels of coverage:

a. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001, edition date 4/13); (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001 (edition date 4/13), code 1 (any auto); (3) Workers' Compensation and Employers' Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (4) Professional Liability: Coverage which is appropriate to the Consultant 's profession, or that of its consultants or subcontractors.

b. Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall be twice the required occurrence limit; per project aggregate will apply. (2) Automobile Liability: $1,000,000 per accident for bodily injury and property damage; (3) Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of $1,000,000 per accident for bodily injury or disease; and (4) Professional Liability: Not less than $1,000,000 per claim/ $2,000,000 aggregate.

    i. Defense costs shall be payable in addition to the limits.

    ii. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance.

c. Insurance Endorsements. The insurance policies shall contain the following provisions:

    i. General Liability. The general liability policy shall be endorsed to state that: (1) the SYSD, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; including ongoing operations and completed operations with ISO forms CG 20 10 10 01 and CG 20 37 10 01, and (2) the insurance coverage shall be primary insurance as respects the SYSD, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the

SYSD, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

The policy shall contain no endorsements or provisions limiting coverage for: (A) contractual liability; (B) cross liability exclusion for claims or suits by one insured against another; (C) products/completed operations liability; (D) abuse or molestation exclusion or (E) contain any other exclusion contrary to the Agreement.

ii. Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the SYSD, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the SYSD, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the SYSD, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

iii. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the SYSD, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

iv. Professional Liability. Consultant and its sub-consultants and subcontractors shall procure and maintain errors and omissions liability insurance with limits discussed in this Section. The retroactive date, if any, of each such policy is to be no later than the effective date of this Agreement, and Consultant shall maintain such coverage continuously for a period of at least three (3) years following the completion of work under this Agreement.

a. Claims Made Policies: The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of work. If coverage is canceled or non-renewed, and not replace with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

d. All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced in

limits by endorsement or canceled except after thirty (30) days prior written notice or ten (10) days' notice for non-payment of premium. Should any of the described policies be cancelled before the expiration date thereof, the issuing insurer shall mail thirty (30) days' written notice to SYSD, (B) any failure to comply with reporting or other provisions of the policies, shall not affect coverage provided to SYSD, its directors, officials, officers, employees, agents and volunteers and (C) District shall have the right to modify any and all indemnity and insurance requirements based on the evaluation of the risk for each Work Authorization.

e. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by SYSD and shall not apply to SYSD, its directors, officials, officers, employees, agents, or volunteers as additional insureds.

f. Separation of Insureds; No Special Limitations. All insurance required by this Section, except professional liability insurance, shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the SYSD, its directors, officials, officers, employees, agents and volunteers.

g. Acceptability of Insurers. With the exception of Workers' Compensation Insurance, all insurance required hereunder is to be placed with insurers with a current A.M. Best's rating no less than A-: VII, which are authorized to do business in California, and which maintain an agent for process within the state. Workers' Compensation insurance required under this Agreement must be offered by an insurer meeting the above standards with the exception that the A.M. Best's rating condition is waived at the discretion of the SYSD.

h. Verification of Coverage. Consultant shall furnish SYSD with original certificates of insurance and endorsements effecting coverage required by this Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the insurer.

i. Notice of Cancellation. The Consultant shall file with furnish SYSD Certificates of Insurance indicating a thirty-day (30) cancellation notice. If not stated on the Certification of Insurance, it is understood that a 30-day cancellation notice will be provided and failure to mail such notice shall impose obligation and liability upon the company/insured, its agents or representatives.

6 General Provisions

6.1 Delays in Performance

(1) Neither SYSD nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances;

strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

(2) Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

6.2 *Suspension of Services*

The SYSD may, in its sole discretion, suspend all or any part of Services provided hereunder without cost; provided, however, that if the SYSD shall suspend Services for a period of ninety (90) consecutive days or more and in addition such suspension is not caused by Consultant or the acts or omissions of Consultant, upon recession of such suspension, the compensation will be subject to adjustment to provide for actual costs and expenses incurred by Consultant as a direct result of the suspension and resumption of Services under this Agreement. Consultant may not suspend its service without SYSD's express written consent.

6.3 *Termination of Agreement*

(1) Grounds for Termination. SYSD may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to SYSD, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(2) Effect of Termination. If this Agreement is terminated as provided in this Section, SYSD may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(3) Terminated Services. In the event this Agreement is terminated in whole or in part as provided herein, SYSD may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

6.4 *Dispute Resolution*

(1) Mediation: The parties agree that all claims, disputes or controversies between the parties arising out of or relating to this Agreement, or breach thereof, ("Claim") shall initially be submitted to non-binding mediation before a mediator mutually agreed upon by the parties. In the event the parties are unable to agree upon the identity of the mediator within fifteen days from the date either party submits a written request to mediate a Claim, the mediator shall be selected and the mediation administered under the Construction Mediation Rules of the American Arbitration Association. The costs and fees of the mediator shall be paid equally by the parties. The parties shall negotiate in good faith in an effort to reach an agreement with respect to the Claim. Neither party shall commence or pursue arbitration or litigation

until the completion of mediation proceedings.

(2) Arbitration: In the event that a claim remains unresolved after mediation, the claim shall be submitted to binding arbitration. The arbitration shall be administered by and in accordance with the then existing rules of the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. There shall be one arbitrator. If the parties shall fail to select a mutually acceptable arbitrator within a reasonable period after the demand for arbitration is mailed, a single arbitrator shall be appointed as soon as possible by the American Arbitration Association in San Diego, California, or failing such appointment, pursuant to the usual procedure of said Association in such cases. The fee payable to the arbitrator shall be based upon the then current fee schedule of the American Arbitration Association and shall be advanced in half by each party, upon the written request of the arbitrator.

(3) It is expressly agreed that no mediation or arbitration shall be initiated prior to the completion of the Services under this Agreement, or termination of this Agreement, whichever is earlier.

6.5 Ownership of Materials and Confidentiality

23. (1) All materials and data, including but not limited to, data on electronic or magnetic media and any materials, documents and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the SYSD, except that Consultant shall have the right to retain copies of all such documents and data for its records. SYSD shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at SYSD's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(2) All such materials and data shall be provided to the SYSD, or such other agency or entity as directed by SYSD or required by law, rule or regulation, as they become due during the term of this Agreement as directed by SYSD.

6.6 Prevailing Wages

Consultant is aware of the requirements of California Labor Code Sections 1720 et seq and 1770 et seq, as well as California Code of Regulations, Title 8, Section 16000 et seq ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since the Services being performed may be part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws to the extent they apply to the Services. Consultant shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

6.7 Safety

Consultant and all representatives of any sort shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

6.8 Project Staffing

Consultant shall provide adequate staff and resources to facilitate all contractor's activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third party inspection services and back charge Consultant for all third-party fees.

6.9 Conformance to Applicable Requirements

All work prepared by Consultant is subject to the approval of District and any and all applicable regulatory State agencies and shall be the property of District.

6.10 Reports

Consultant shall provide copies of all reports required to be submitted to applicable regulatory State agencies to District, whether or not such reports must be submitted to the District.

6.11 Attorney's Fees

If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

6.12 Indemnification

(a) Indemnification. To the fullest extent permitted by law, Consultant shall defend (with counsel of DISTRICT's choosing), indemnify and hold the DISTRICT, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the DISTRICT, its officials officers, employees, agents, or volunteers.

(b) If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

6.13 ***Time of Essence***

Time is of the essence for each and every provision of this Agreement.

6.14 ***SYSD's Right to Employ Other Consultants***

SYSD reserves right to employ other consultants in connection with this Project. However, Consultant shall be the exclusive consultant for purposes of the Services as noted within this Agreement, unless terminated as provided herein.

6.15 ***Successors and Assigns***

This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by Consultant without the prior written consent of SYSD.

6.16 ***Amendments***

This Agreement may not be amended except in writing signed by both Parties.

6.17 ***Severability***

If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

6.18 ***Interpretation***

In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.

6.19 ***Governing Law***

This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of San Diego, State of California, but only after dispute resolution as provided herein.

6.20 ***Conflict of Interest***

For the term of this Agreement, no member, officer or employee of SYSD, during the term of his or her service with SYSD, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising there from.

6.21 Equal Opportunity Employment

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age, physical handicap, medical condition, marital status or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination with or related to the performance of this Agreement. Consultant shall also comply with all relevant provisions of SYSD's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort to contact and utilize DVBE subcontractors or subconsultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or subconsultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

6.22 Fingerprinting Requirements

Consultant hereby acknowledges that, if applicable, it is required to comply with the requirements of Education Code Section 45125.1 with respect to fingerprinting of employees who may have contact with the DISTRICT's pupils. The Consultant shall also ensure that its consultants on the Project also comply with the requirements of Section 45125.1. If required by Education Code Section 45125.1, the Consultant must provide for the completion of a Fingerprint Certification form, in the DISTRICT's required format, prior to any of the Consultant's employees, or those of any other consultants, coming into contact with the DISTRICT's pupils. Consultant further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code Section 45125 et seq., and will comply with any such requirements.

6.23 Drug, Tobacco and Alcohol Free Facilities

All SYSD facilities are drug, tobacco, and alcohol-free facilities. Any drug, tobacco (smoked or smokeless), and/or alcohol use is prohibited at all times on all areas of SYSD or School District facilities.

6.24 Exhibits and Recitals

All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

6.25 Counterparts

This Agreement may be executed in counterparts, all of which, when taken together, shall constitute a fully executed original.

6.26 Assignment and Subconsultants

Consultant shall not assign, delegate, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of SYSD, which may be withheld for any reason. Consent to one assignment shall not be deemed to be consent to any subsequent assignment. Nothing contained herein shall prevent Consultant from employing independent associates and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

6.27 ***Third Party Rights***

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than SYSD and Consultant.

Balance of page intentionally left blank.

6.28 ***Notices***

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to the following entities and shall be effective upon receipt thereof.

CONSULTANT:

TERRAVERDE ENERGY, LLC
1300 22nd Street, Unit 401,
San Francisco, CA 94107
(832) 350-2871
Attention: Ali Chehrehsaz
ali@terraverde.energy, Main: (832) 350-2871,
Cell: (619) 471-5943

SYSD:

SAN YSIDRO SCHOOL DISTRICT
c/o Facilities Department
4350 Otay Mesa Road, San Ysidro, CA 92173
To be sent separately to the attention of:
Dr. Jose Iniguez, Assistant Superintendent of Admin.
Leadership, School Support & Safety
Jose.Iniguez@sysdschools.org
and
Marilyn Adrianzen, Chief Business Official
Marilyn.Adrianzen@sysdschools.org

6.29 ***Entire Agreement***

This Agreement represents the entire understanding of SYSD and Consultant as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

6.30 ***Authority to Execute***

The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

TERRAVERDE ENERGY, LLC	**SAN YSIDRO SCHOOL DISTRICT**
By:	**By:**
Ali Chehrehsaz Ali Chehrehsaz (Jan 19, 2024 12:40 PST)	
Signature	**Signature**
Print Name: Ali Chehrehsaz	**Print Name:** Marilyn Adrianzen
Title: CEO	**Title:** Chief Business Official
Date: 01/19/2024	**Date:**
Federal Tax I.D. No.: 82-3953669	Board approved: _____

EXHIBIT A
Work Authorization Form

Firm	**TERRAVERDE ENERGY, LLC**	**Task Order Number**	
Attn:	Ali Chehrehsaz	**Contract #**	2309-08SYSD
Requestor		**Date Requested**	
Due By		**Deliverables (Y/N)**	

TASKS/DELIVERABLES	
Tasks Required/Deliverables	**Due Dates**
1.	

Cost/Payment Schedule	
Task **(Please indicate lump sum or NTE)**	**Authorized Cost Per Task**
1.	$
2.	$
3.	$

TOTAL MAXIMUM AUTHORIZED COST ***$000***

Request Details

By signing below, Parties have verified that there is sufficient capacity remaining in the Master Agreement #2309-08SYSD for RENEWABLE ENERGY/SOLAR consulting services. The work authorized herewith may be completed and paid for beyond the Master Agreement expiration date. The terms and conditions of the Master Agreement remain in full force and effect until the work authorized herewith is completed to the satisfaction of the District.

Consultant:
Agreement to Perform by: _____ (signature)

Date: _____

Print Name: _____/Title: _____

District:
Authorized to Proceed by: _____ (signature)

Date: _____

Print Name: _____/Title: _____

San Ysidro USD MSA

Final Audit Report 2024-01-19

Created:	2024-01-19
By:	Phil Villagomez (phil@terraverde.energy)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_D7_GNbuOw51PUNkxaRjNBKfzSISJ-He

"San Ysidro USD MSA" History

Document created by Phil Villagomez (phil@terraverde.energy)
2024-01-19 - 8:24:22 PM GMT- IP address: 76.214.108.176

Document emailed to Ali Chehrehsaz (ali@terraverde.energy) for signature
2024-01-19 - 8:24:30 PM GMT

Email viewed by Ali Chehrehsaz (ali@terraverde.energy)
2024-01-19 - 8:39:22 PM GMT- IP address: 136.24.89.166

Document e-signed by Ali Chehrehsaz (ali@terraverde.energy)
Signature Date: 2024-01-19 - 8:40:52 PM GMT - Time Source: server- IP address: 136.24.89.166

Agreement completed.
2024-01-19 - 8:40:52 PM GMT

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Jose Iniguez, Assistant Superintendent of Admin. Leadership, School Support & Safety

☐ Informational
☒ Action

AGENDA ITEM: CHANGE ORDER TO THE B.R. BUILDING RESOURCES AGREEMENT

BACKGROUND INFORMATION:
On March 9, 2023, the Governing Board approved a contract with Building Resources to install split air HVAC units at the San Ysidro Middle School P.E. Coaches' Offices. The approved cost was $48,530.

During the course of installation, the company's electrician discovered a condition in the electrical panel that was hazardous and needed to be corrected. The District requested a proposal to do the work. Building Resources proposed installing a new sub-panel and making the proper connections for a cost of $1,863.14. The proposed scope and cost was found to be acceptable by District staff, and the company was authorized to do the work. This change represents a 3.84% cost increase in the contract.

Change Order No. PCCO #001 for the San Ysidro Middle School's P.E. Coaches' Offices HVAC Project – Summer 2023. The amount of the change order is $1,863.00 and is below the 10% limit set forth in the California Public Contract Code. The new contract total is $50,393.14.

RECOMMENDATION:
Approve/Ratify Change Order No. PCCO #001 to the B.R. Building Resources Agreement to install an electrical subpanel in an amount of $1,863.14 to be paid from the COPs Refunding Account.

LCAP GOAL AND ACTION/SERVICE:

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

CHANGE ORDER	
$1,863.00	COPs Refunding Account
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

BUILDING RESOURCES

PCCO #001

Building Resources
2247 Lindsay Way
Glendora, California 91740
Phone: (626) 963-4880
Fax: (626) 963-4848

Project: 23-4526 - SYSD SYMS Coach Office HVAC DIR#472843

Prime Contract Change Order #001: CE #001 - Compliant Electrical Correction - Sub Panel

TO:	**San Ysidro School District** 4350 Otay Mesa Rd San Ysidro , California 92173	**FROM:**	**Building Resources** 2247 Lindsay Way Glendora, California 91740
DATE CREATED:	9/07/2023	**CREATED BY:**	Sage Tyler **(Building Resources)**
CONTRACT STATUS:	Pending - In Review	**REVISION:**	0
REQUEST RECEIVED FROM:		**LOCATION:**	
DESIGNATED REVIEWER:		**REVIEWED BY:**	
DUE DATE:		**REVIEW DATE:**	
INVOICED DATE:		**PAID DATE:**	
REFERENCE:		**CHANGE REASON:**	Allowance
PAID IN FULL:	No	**EXECUTED:**	No
ACCOUNTING METHOD:	Amount Based	**SCHEDULE IMPACT:**	1 day
SIGNED CHANGE ORDER RECEIVED DATE:		**REVISED SUBSTANTIAL COMPLETION DATE:**	
FIELD CHANGE:	No	**CONTRACT FOR:**	1:SYSD SYMS Coach Office HVAC Prime Contract
		TOTAL AMOUNT:	$1,863.24

DESCRIPTION:
CE #001 - Compliant Electrical Correction - Sub Panel
Install 3 phase 100 amp mini sub panel with three circuit breakers fed from main lug tap from panel 5C, relocating the newly installed mini split circuiting and the previously installed by others IDF circuit freeing up space to allow for the original circuits * and 10 to be relanded in their original locations.

ATTACHMENTS:

CHANGE ORDER LINE ITEMS:

#	Budget Code	Description	Amount
1	26-100.L In-house electrical labor installation	New sub panel and labor	$1,863.24
		Grand Total:	**$1,863.24**

The original (Contract Sum)	$48,530.00
Net change by previously authorized Change Orders	$0.00
The contract sum prior to this Change Order was	$48,530.00
The contract sum would be changed by this Change Order in the amount of	$1,863.24
The new contract sum including this Change Order will be	$50,393.24

The contract time will be increased by this Change Order by 1 day.

Gabe Navarro (Building Resources)
2247 Lindsay Way
Glendora, California 91740

San Ysidro School District
4350 Otay Mesa Rd
San Ysidro , California 92173

Building Resources
2247 Lindsay Way
Glendora, California 91740

TJS for Jose Iniguez 9/14/2023

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Dr. Jose Iniguez, Assistant Superintendent of Admin. Leadership, School Support & Safety

☐ Informational
☒ Action

AGENDA ITEM: AMENDMENT NO. 1 TO THE B.R. BUILDING RESOURCES AGREEMENT - TASK ORDER NO. 3

BACKGROUND INFORMATION:
The grant agreement with the California Energy Commission (CEC) is funded by the School Energy Efficiency Stimulus Program, established by Assembly Bill 841 which provides grants to assess, maintain, adjust, repair or upgrade heating, ventilation and air conditioning systems. This grant program is referred to as the California Schools Healthy Air, Plumbing and Efficiency (CalSHAPE) Program.

On October 20, 2022, the Governing Board approved Resolution 22/23-0027 and the grant agreement for the CalSHAPE Program in the amount of $205,653.60 for Vista Del Mar Middle and Ocean View Hills Schools to benefit from these services. The CalSHAPE Agreement No. 22R3VA1455 term ends 24 months (December 2024) after the effective date (approval signature date by the CEC).

On February 9, 2023, Task No. 3 was approved for the implementation of the California Energy Commission for the CalSHAPE Program at Vista Del Mar Middle School and Ocean View Hills School.

Amendment No. 1 – Extends the Term of the agreement to July 15, 2024. This extension would allow ample time for completion and submittal of the Reporting requirements. All other Terms and Conditions of the Master Agreement and Task Order No. 3 remain the same.

RECOMMENDATION:
Approve/Ratify Amendment No. 1 to the B.R. Building Resources Agreement - Task Order No. 3, extending the term of the Task Order No. 3 to July 15, 2024 to complete and submit reports to the California Energy Commission for the CalSHAPE Program related to HVAC units.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☒ Yes ☐ No	

CONTRACT TOTAL	
$205,653.60	CalSHAPE Grant No. 22R3VA1455
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

AMENDMENT NO. 1

The Master Services Agreement between San Ysidro School District (District) and B.R. Building Resources was entered on April 14, 2022, including all Exhibits and attachments thereto. Task Order No. 3 dated February 10, 2023 for the implementation of the CalSHAPE and HVAC Units Assessments needs to be Amended.

Amendment No. 1 - The following sections are being amended.

- WORK SCHEDULE/TIME:

  Extend the Closeout and Reporting Term from December 31, 2023 to July 15, 2024. This extension would allow ample time for completion and submittal of the Reporting requirements.

All other Terms and Conditions of the Master Agreement and Task Order No. 3 remain the same.

The District and B.R. Building Resources, each of the parties signing this Amendment warrants to the other that he or she has the full authority to sign on behalf of the Party which his or her signature is made.

B.R. Building Resources	**San Ysidro School District**
Firm Name	Firm Name
Signature of Authorized Agent	Signature
Print Name, Title	Marilyn Adrianzen, Chief Business Official Print Name, Title
Date:	Date
	Board Approved

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: AGREEMENT WITH SAN DIEGO COUNTY TAXPAYERS ASSOCIATION

BACKGROUND INFORMATION:
There is no current legal requirement for the Performance Audit to review, analyze and make recommendations on the efficiency and effectiveness of a school bond program. A Performance Audit should include documentation of the positive aspects of management, as well as areas for improvement i.e. it is a process improvement document. It is in the interest of School Districts to identify how well it is managing the bond funds via an annual performance audit of appropriate scope. The Board and the Citizens' Bond Oversight Committee (CBOC) should determine the appropriate scope on an annual basis by taking into consideration the stage of the bond program as well as the scope of prior audits conducted. An annual performance audit is also a tool for the bond oversight committee to "review and report on the proper expenditure of taxpayers' money for school construction" (Education Section15278(b)) as required by law. Input from the CBOC can foster positive relationships between the CBOC and District and help to insure transparency.

The San Diego County Taxpayers Association will be conduct the Annual Performance Audit of the General Obligation Bonds for Measures T and U for calendar year 2023.

RECOMMENDATION:
Approve the agreement with the San Diego County Taxpayers Association to conduct the Annual Performance Audit of the General Obligation Bonds for Measures T and U for calendar year 2023 at a cost of $27,500.00 from the General Obligation Bonds funds.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$27,500.00	G.O. Bonds
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

KEY PERFORMANCE INDICATORS RESEARCH AGREEMENT

This Key Performance Indicators Research Agreement ("Agreement") is entered into on March 6, 2024 ("Effective Date"), by and between the San Diego County Taxpayers Association, a California non-membership nonprofit public benefit corporation ("Association"), and the San Ysidro School District ("Agency"). Association and Agency are sometimes referred to collectively in this Agreement as "Parties" and singularly as "Party."

RECITALS

A. Association has a program called "Certified by Taxpayers" ("Taxpayers KPI") where Association researches legitimate data sources to compare an organization's performance against a set of key performance indicators based on an independent and pre-established set of criteria approved by the Association. Agencies who meet the Association's criteria will receive a Taxpayers KPI Certification ("Certification"), which the Agency may publish on the terms and conditions set forth below.

B. Agency is applying for a Certification and to publish such Certification, and requests Association undertake its review process, on the terms and conditions set forth below.

C. Association is willing to perform the analysis and issue the Certification, if the Association's criteria are met, on the terms and conditions set forth below.

TERMS AND CONDITIONS

In consideration of the following mutual covenants, the Parties agree as follows:

ARTICLE 1
CERTIFICATION PROCESS

1.1 Scope of Review and Certification. All decisions regarding the collection, review, or analysis of data, as well as any conclusions drawn therefrom, including the decision to grant or not grant Certification, are at the sole discretion of the Association. In general, the Association will acquire public data on the Agency and perform quantitative analyses on such data to determine Agency's performance against established key performance indicators for the period specified in Exhibit "A." The Association will assure due diligence in the collection of public data and consistency in evaluation with current standards for Agency's industry as approved by the Associations' Board of Directors (the "Criteria"). A copy of these Criteria is attached as Exhibit "A."

1.2 Disclaimer of Guarantee. Association cannot assure it will issue a Certification upon conclusion of the review process, nor is there any guarantee regarding the issuing or not issuing of a Certification.

1.3 Agency's Rights Upon Certification. Agency will be notified of its successful Certification in writing. If the Association issues a Certification, then Agency may use the Association's name and reference the Certification only as set forth in this section.

Initials:_____/_____
Association Agency

Agency may:

(a) Publish or claim its certified status for a period starting from the official certification date and continuing for a period as specified in Exhibit A (the "Certification Period).
(b) Within the Certification Period, use the Association logo (See Exhibit "B") in conjunction with reference to the Certification. Agency may request approval by Association of modified or altered usages of the logo for a per-review fee of $250.00.
(c) Within the Certification Period, Agency may reference receipt of the Certification in any proposals or reports submitted to any public agency or entity, so long as Agency also specifies when the certification expires.
(d) Agency shall not consent to any third-party use of or reference to the Certification without first obtaining the consent of the Association.

1.4 Agency's Rights Upon Denial of Certification. Agency shall be notified of denial of the Certification in writing. In the event of denial, the Association shall not publicly identify Agency, except as required by law or with Agency's written consent. If the Association declines to issue a Certification, then Agency shall have the options, and only the options, set forth in this section.

Agency may:

(a) Within one week of denial of the Certification, request a 30-day period to: (1) review the Association's requests for information and the responses; (2) audit the Association's spread sheets and raw data files against the responses; and (3) audit the Association's calculations against the Criteria. The Association will endeavor to promptly provide Agency copies of these materials, which shall be transmitted in a single package with a cover letter indicting the deadline for review and action pursuant to subsection 1.4(b), below.
(b) Within 30-days of its receipt of the requests for information, responses, spread sheets and data files, and calculations per subsection 1.4(a), above, Agency may provide the Association with a written analysis of Agency's review and may request the Association revise its determination regarding the request for Certification. The Association will revise its determination if the Agency's review reveals flaws in the Association's original analysis that are material to the outcome of its determination. This determination shall be at the sole discretion of the Association.

1.5 Tools and Instrumentalities. Except as otherwise agreed by Agency, Association will supply all equipment, tools, materials, and supplies necessary to perform the data collection and analysis (including without limitation, Association's own transportation, telephone, telephone service, computer, and computer or internet services).

1.6 Method of Performing Review. Association has exclusive control of the means, methods, and sequence of performing Association's review and particular hours of work, and shall

Initials:_____/_____
Association Agency

independently manage and control its activities, subject to compliance with any applicable state and federal laws.

1.7 Requests for Information. Association's review and analysis will depend to a large extent on the responsiveness of Agency to requests for information submitted in furtherance of the review process. To the extent Agency is not responsive or timely with its response, this may impact Association's ability to complete its review, or may impact Association's determination. Association will take reasonable steps to follow-up in writing to ensure full and timely response to requests for information. However, Association has no obligation to take extraordinary action. If Agency is not responsive to Association's requests for information and written follow-up, Association will notify Agency.

ARTICLE 2
CONSIDERATION

2.1 Fee. Agency shall pay a fee of $27,500.00 in two installments. First payment of $13,750.00 is due upon entering into agreement. Second payment of $13,750.00 is due after project completion.

2.2 Expenses. Agency shall also pay all fees for Public Research Act responses or similar copy costs. Association may elect not to order copies of Public Research Act responses until receipt of the required funds from Agency.

ARTICLE 3
TERM, TERMINATION, VIOLATION OF USAGE TERMS

3.1 Term. The Association's ability to complete the analysis will depend on receipt of full responses to requests for information and all material requested from Agency. The Association is not under an obligation to meet any deadline. However, the Association will provide a status update to the Agency upon written request.

3.2 Termination by Agency. Agency may terminate this Agreement at any time upon ten (10) days written notice and payment of the second installation. Agency shall remain liable for any costs incurred by Association prior to the date of termination.

3.3 Termination by Association. This Agreement may be terminated by Association upon ten (10) days written notice if Agency fails to make payment to Association when due or otherwise breaches this Agreement and Agency fails to cure such nonpayment or breach within such ten (10) day period after receipt of written notice from Association.

3.4 Violation of Usage Terms. For any use not set forth in, or otherwise in violation of the terms for use set forth in, section 1.3, subparts (a) through (d), Agency shall pay liquidated damages as follows:

Initials:_____/_____
Association Agency

(a) For violations of usage on materials available through public records requests: an amount equal the research fee set forth in 2.1 for the first violation and a 25% increase on the prior liquidated damage amount for each violation thereafter.

(b) For violations of usage on materials used for marketing, advertising, or promotion: twice the research fee set forth in 2.1 for the first violation and a 50% increase on the prior liquidated damage amount for each violation thereafter.

3.5 The Parties recognize that quantifying actual damages would be inherently difficult if not impossible, for reasons, including without limitation, damage to the reputation and good will associated with the Association name and certification process. The Parties stipulate that the agreed liquidated damages are not a penalty, but rather, are a reasonable estimate of the damages to Association in the event of an actual violation. If the Agency is currently under a renewal of the Certification and the Certification has expired, these liquidated damages may be waived or discounted at Association's sole discretion.

ARTICLE 4
LIMITATION OF ASSOCIATION LIABILITY

4.1 Results of Requests for Information. Association is not responsible for any inaccuracies or errors in responses by Agency to requests for information and may assume the public data it receives is accurate.

4.2 Waiver of Rights to Pursue Legal Action. Agency understands Association's determination depends, in part on facts and actions of responding agencies and public entities not within the control of Association or Agency, as well as analysis which may require certain discretionary determinations by Association. It is expressly understood and agreed that Agency waives all rights to pursue legal action against Association based on the results of research, review, analysis by, or conclusions of Association, in connection with this Agreement or any statements made by the Association related to this Agreement. Agency is aware of and waives its rights pursuant to Civil Code section 1542, which section reads as follows:

> *A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.*

4.3 Limitation of Liability. In no event shall Association's liability for any breach of this Agreement or duty arising from this Agreement exceed the amount of the fee paid pursuant to 2.1. Agency expressly understands and agrees that in any dispute, damages shall not include collateral, punitive, and/ or speculative relief.

ARTICLE 5
GENERAL PROVISIONS

5.1 Notices. Any notice, request, or other document shall be in writing and sent by email.

Notice shall be given as follows:

Initials:_____/_____
Association Agency

To Agency: Marilyn Adrianzen, Chief Business Official
marilyn.adrianzen@sysdschools.org
Haney Hong, President & CEO
To the Association: hdhong@sdcta.org

These email addresses can be added to or changed from time to time via notice in the manner set forth here.

5.2 Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the Parties and their respective heirs, representatives, successors, and assigns.

5.3 No Assignment. Neither Party may assign, pledge or otherwise transfer in any way any of its obligations or rights under this Agreement to any third party without the express prior written consent of the other Party.

5.4 No Waiver. No failure or delay on the part of any Party in exercising any right, power, or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. Any waiver granted hereunder must be in writing and shall be valid only in the specific instance in which given.

5.5 Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute but one and the same instrument.

5.6 Entire Agreement; Modification. This Agreement is intended to be an integrated agreement. It constitutes the entire agreement and understandings between the Parties and supersedes any prior agreements and understandings relating to the subject matter of this Agreement. This Agreement may be modified or amended only by a written instrument executed by all Parties.

5.7 Contract Drafting. The Parties agree that this Agreement was drafted by both parties, and so neither party can be alleged to be the primary drafter. Accordingly, any rule or law of contract interpretation that would require interpretation against the interests of one of the parties is inapplicable when interpreting this agreement, and in all events.

5.8 Indemnification. Each party agrees that it will be responsible for its own acts and the results thereof and shall defend, indemnify and hold the other party harmless for all damages or claims to the extent arising out of their respective active negligence or willful misconduct. The parties shall not be responsible for the acts of the other party and the results thereof. Each party therefore agrees that it will assume all risk and liability to itself, its agents or employees for any injury to persons or property resulting in any manner from the conduct of its own operations and the operations of its agents or employees under this Agreement, and for any loss, cost, or damage caused thereby during the performance of this Agreement.

Initials:_____/_____
Association Agency

5.9 Governing Law. This Agreement shall be governed by the laws of the State of California.

5.10 Venue. This Agreement is entered and to be performed in San Diego County, State of California. The Venue for any dispute arising from this Agreement shall be resolved in San Diego County, State of California.

5.11 Arbitration and Attorneys' Fees: Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall first be subject to mandatory non-binding mediations and then be determined by binding, non-appealable arbitration in San Diego County, State of California, before one arbitrator. The arbitration shall be administered by JAMS pursuant to its 4 JAMS STREAMLINED ARBITRATION RULES | JULY 1, 2014 Streamlined Arbitration Rules & Procedures (Comprehensive Arbitration Rules & Procedures) or as otherwise mutually agreed by the parties. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The arbitrator may, include in the Award, all or part of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorneys' fees of the prevailing party.

5.12 Severability. If any provision of this Agreement or of its exhibits, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the date first listed above.

AGENCY: SAN YSIDRO SCHOOL DISTRICT	SAN DIEGO COUNTY TAXPAYERS ASSOCIATION
Signature:	Signature:
Name: Marilyn Adrianzen	Name: Haney Hong
Title: Chief Business Official	Title: President & CEO
Date:	Date:
Address: 4350 Otay Mesa Road San Ysidro, CA 92173	Address: 2508 Historic Decatur Road, #220 San Diego, California 92106

Board approved: 03-05-24

Initials:_____/_____
Association Agency

EXHIBIT A

Overall Bond Program Rating - Certification Period of One Year
Review of Program from January through December 2023

- **Outstanding** if 5 or 6 of 6 KPIs exceeding standards and no areas of needing improvement.
- **Excellent** if 3 or 4 of 6 KPIs exceeding standards and no areas of needing improvement.
- **Good** if all KPIs at standards and no areas of needing improvement.

KPI # 1 – (Program / Project Budgets)

Exceeds Standards:
- Construction Costs are 80% of Budget or higher.
- Cost Report has all the categories listed in C above
- Variance Explanation is performed and reasonable

At Standard:
- Construction Costs are 70-79% of Budget.
- Cost Report has 4 or more categories listed in C above
- Variance Explanation is performed but perfunctory

Needs Improvement:
- Construction Costs are less than 70% of Budget
- Cost Report has less than 4 categories or doesn't exist
- Variance Report is not performed

KPI #2 (Change Orders)
Review change order procedures and results which include benchmarking to industry standards or averages.

Exceeds Standards:
- Change Order Rate averages less than 5%
- District has a Process for dealing with High-Cost Change Orders, Disputes, and Risk Mitigation. Professional Cost Estimator hired to determine a fair price for high-cost changes.
- District Recognizes and Processes Credit Change Orders
- District Assesses Change Order costs to Architects for excessive errors and omissions.
- District Board delegates limited authority to approve Change Orders to staff to insure a speedy process.

At Standard:
- Change Order Rate averages 5-8%
- District has a Process for dealing with some of the Change Order issues but not all.
- District does not track all Credit Change Orders
- District back charges Architects for their errors and omissions but does not have a policy for when this applies
- District Board delegates extremely limited authority for staff to approve Change Orders

Needs Improvement:
- Change Order Rate averages over 8% and majority of that change is "District Requested"

Initials:_____/_____
Association Agency

- District has no process for dealing with Change Order issues listed above
- District does not track Credit Change Orders
- District does not track Architect errors and omissions
- District Board does not delegate authority for staff to approve change orders.

KPI #3 (Procurement Contractors & Professional Services)

1. Compliance with Public Contract Code Provisions for construction contracts (Design Build Bid)
2. Compliance with Public Contract Code Provisions for construction contracts (Design Build)
3. RFQ/P Clear Scope and Evaluation Criteria for Consultant Selection
4. Widespread Advertisement and Outreach for Consultant Selection
5. Demonstrated Interdepartmental coordination in developing bond program sonication and contracts
6. Independent Evaluation Committee (Outside/in house) who recommends to Superintendent/Chancellor
7. Sole Source Procurement Clearly justified for cost effectiveness and consistent with applicable code provisions cited
8. Consultant expertise thoroughly evaluated
9. Projects Rebid for low number of bidders or costs 10% or more in excess of engineers estimate

Exceeds Standards:

- 100% Compliance with 1 and 2
- 90% or Higher Compliance with each Criteria in 3-9

At Standard:

- 100% Compliance with 1 and 2
- 90% or higher Compliance with at least 5 of Items 3-9
- 80-90% Compliance 1-2 of Items 3-9

Needs Improvement:

- 90-100% Compliance with 1 and 2
- 90% or higher Compliance with at least 3 items in 3-9
- 80%-90% compliance with at least 2 items in 3-9No score below 70% for items 3-9

KPI #4 (Construction Management)

Exceeds Standards:

- Project managers are responsible for projects at 1 or 2 schools with a construction value of $20M or less.
- Major district-wide projects are assigned to a full time PM
- Consultant/management companies are assigned to assist in-house project managers as needed.

At Standard:

- Project managers are responsible for projects at 3-4 schools with a construction value of $20M to $30M.
- Major District-wide projects have a single part time PM assigned
- Consultant/management company is used to augment district staff with clear accounting chain of reporting

Initials:_____/_____
Association Agency

Needs Improvement:

- District facility project managers are responsible for projects at 5 or more schools with a construction value of $30M or more.
- District-wide major projects do not have a single PM assigned
- All oversight for projects is outsourced to a consultant/ management company without clear reporting authority.

KPI #5 (Overall Transparency)

1. CBOC Written or Oral Reports to Governing Board
2. Independent and Open Recruitment and Evaluation for Qualified Oversight Members
3. Recommendations for selection of members by a Committee independent of Superintendent or Board members
4. CBOC sets Agenda and number or meetings per year
5. Minutes or reports to Governing Board indicate robust probing discussion of proper spending of dollars
6. CBOC input into scope of Performance Audit

Exceeds Standards:

- Meets all of the Criteria 1-6

At Standard:

- Meets four of Criteria 1-6

Needs Improvement:

- Meets three or fewer of Criteria 1-6

KPI #6 (Performance VS Bond Criteria)

1. Facilities Master Plan prepared bond measure that included a Facilities Condition Assessment, Enrollment Projections, and Projections of Future facilities requirements by campus.
2. Project List specifics clearly laid out in ballot measure by campus or where appropriate systemwide improvements clearly identified ie. not generalized in broad subject areas (eg. security cameras at all schools as opposed to "security enhancements)
3. District has clear systemwide policies and priorities identified
4. Project list in bond measure is backup with detailed cost estimates which coincide with amount of debt authorized
5. District spending consistent with ballot measure

Exceeds Standards:

- Meets all Five Criteria Above

At Standard:

- Meets four of the Criteria Above

Needs Improvement:

- Meets three or fewer of the Criteria Above

Initials:_____/_____
Association Agency

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: AGREEMENT WITH SIGNA DIGITAL SOLUTIONS FOR COPIERS AND PRINTERS – EXHIBIT E

BACKGROUND INFORMATION:
On December 12, 2023, the Governing Board approved to award RFP No. 23/24-001 and a 5-year agreement with Signa Digital Solutions for district-wide copiers and printers.

On January 25, 2024, Exhibit C and D were approved for the service rates for copies printed and for additional services for electrical installation of copier equipment.

Exhibit E is for Printer Management Services made part of the Professional Services Agreement. Flat rates for Printer impressions for both black/white and color copies apply.

RECOMMENDATION:
Approve/Ratify Exhibit E of the Professional Services Agreement with Signa Digital Solutions for the copiers and printers. The estimated cost of Exhibit E is to be determined and paid from the General fund.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal No.: Base Services and Safety
2.1 Maintain basic operating services of the district including MOT personnel, transportation, contracted services, and utilities.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

Estimated Annual (Amount)	(Name of funding source and/or location)
TBD	General Fund

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

Signa Digital Solutions
Printer Management Services
Exhibit E

This Print Management Agreement, with all Attachments, Schedules and Addenda when executed and accepted by San Ysidro School District (SYSD) and Signa Digital Solutions Inc (SDS) shall be collectively included in the Professional Services Agreement between SDS and SYSD. The Printer Agreement is added to the contract February 1, 2024.

1. **Services**

SDS will provide SYSD a Print Management service as described in SYSD Bid 23/24 – 001 Copier Printer RFP Attachment A, Professional Services Agreement for all printer equipment within the school district, herein referred to as "the Equipment" and locations as listed in SYSD BID.

2. **Equipment**

SDS's Print Fleet Management program will cover **only the Printer equipment listed in the the Schedule A**. Equipment is within SYSD, is referred to as "Equipment."

3. **Pricing**

(a) The Monthly Minimum billing will be the OEM flat rate for both Color Printers and Mono Printers. The Color monthly flat rate is $ 22.00 a month and Mono Printers flat rate of $ 15.00 a month. The Monthly Minimum billing includes all Black and White impressions and all Color Impressions.

(b) SDS will quarterly review the usage of each printer on contract.
   a. BW printers printing more than 1,700 BW prints per month will be subject to an overage charge of $ .0327 per print for OEM service and supplies. Color printers printing more than 1,500 Color prints per month will be subject to an overage charge of $.079 for OEM service and supplies.

4. **Invoices**

Monthly Print Invoices will be included in the Copier Maintenance Invoices for SYSD. SYSD shall pay state and local sales and use and other similar taxes on impressions.

7. **Representations and Warranties**

(a) SDS has all rights and authority necessary to enter into this Agreement and carry out its terms and conditions.

(b) SDS will comply with all of the SYSD's procedures that have been supplied to SDS when working at SYSD's premises including, without limitation, standards relating to security.

(c) The services hereunder will comply with all applicable federal, state, and local law, rules, and regulations, and SDS complies and will continue to comply with all applicable worker's compensation laws and occupational safety requirements.

8. **Term of Agreement**
This agreement shall have an initial term of 60 months unless terminated earlier as provided herein. Commencement date for the Printer Fleet Management Program is February 1, 2024.

9. **Termination**
(a) As per terms and conditions of Professional Services Agreement.

10. **Proprietary Information**

As per the provisions of the Professonal Services Agreement.

11. **Confidentiality**
As per the provisions of the Professonal Services Agreement.

12. **Insurance**
As per the provisions of the Professional Services Agreement.

13. **Indemnification**
As per the provisions of the Professional Services Agreement.

14. **Notices**
As per the provisions of the Professional Services Agreement.

15. **Miscellaneous Printer Adds to Schedule A**

As printers are identified and added, or changed, serial number and IP address will be used to identify the printer added to Schedule A. A printer add/change form or email request will be used for approval from SYSD and SDS.

In witness hereof, the parties hereto have executed this agreement as of the date first above written.

San Ysidro School District
4350 Otay Mesa Rd
San Ysidro, CA 92173

By: _____
Signature

_____
Printed Name

_____
Title (please print)

Date ____ / ____ / ____

Signa Digital Solutions
8902 Activity Rd, Suite B
San Diego, Ca 92126

By: _____
Signature

Shannon Kirby
Printed Name

President
Title (please print)

Date 2 / 09 / 2024

Entity	Make	Model	Serial Number	IP Address
San Ysidro S	HP	Color LaserJet CP3525	CNCCBBL0R6	10.6.12.143
San Ysidro S	HP	Color LaserJet CP4020	JPDCJ430BJ	10.8.40.241
San Ysidro S	HP	Color LaserJet M255dw	VNB3312733	10.3.40.25
San Ysidro S	HP	Color LaserJet M553	JPCCP2S0KM	10.1.40.33
San Ysidro S	HP	Color LaserJet M553	JPCCP2S0BB	10.1.40.67
San Ysidro S	HP	Color LaserJet M553	JPCCMDT291	10.7.40.92
San Ysidro S	HP	Color LaserJet M553	JPCCL1T1N6	10.1.40.101
San Ysidro S	HP	Color LaserJet M553	JPCCL1T1S4	10.1.40.18
San Ysidro S	HP	Color LaserJet M553	JPCCM2L218	10.4.40.173
San Ysidro S	HP	Color LaserJet M553	JPCCM1R1H4	10.1.2.82
San Ysidro S	HP	Color LaserJet M553	JPCCM1R1QV	10.1.40.65
San Ysidro S	HP	Color LaserJet M555	JPBC1AQH2Z	10.3.40.205
San Ysidro S	HP	Color LaserJet M555	JPBCND628H	10.5.40.52
San Ysidro S	HP	Color LaserJet M555	JPBCP1K0ZB	10.5.40.61
San Ysidro S	HP	Color LaserJet M555	JPBC19MHB1	10.7.40.59
San Ysidro S	HP	Color LaserJet M555	JPBCND01CF	10.7.40.68
San Ysidro S	HP	Color LaserJet M555	JPBCQ460MZ	10.1.40.40
San Ysidro S	HP	Color LaserJet M555	JPBC19FJ0P	10.1.40.80
San Ysidro S	HP	Color LaserJet M555	JPBCP3Q23M	10.1.40.73
San Ysidro S	HP	Color LaserJet Pro MFP M479fdw	CNCRQ6F801	10.1.40.35
San Ysidro S	HP	LaserJet 400 color M451dn	JPBDQ22084	10.1.40.70
San Ysidro S	HP	LaserJet 400 color M451dw	CNDF615686	10.1.40.64
San Ysidro S	HP	LaserJet 400 color M451nw	CNDG150427	10.1.40.90
San Ysidro S	HP	LaserJet 400 M401n	VNG3F54766	10.5.40.1
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75436	10.5.40.16
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75444	10.5.40.27
San Ysidro S	HP	LaserJet 400 M401n	VNG3F55194	10.5.40.2
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75128	10.5.40.26
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72805	10.5.40.40
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73325	10.5.40.20
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75440	10.5.40.29
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75437	10.5.40.14
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75355	10.7.40.54
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75127	10.8.40.3
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75342	10.7.40.73
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75128	10.3.40.66
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46841	10.4.40.25
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72795	10.4.40.10
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72791	10.4.40.8
San Ysidro S	HP	LaserJet 400 M401n	VNG3F54778	10.5.40.3
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75438	10.5.40.31
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75449	10.5.40.57
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73320	10.5.40.4

San Ysidro S	HP	LaserJet 400 M401n	PHGDB75448	10.5.40.115
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75126	10.5.40.15
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73336	10.5.40.11
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75447	10.5.40.28
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73317	10.5.40.9
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75435	10.5.40.21
San Ysidro S	HP	LaserJet 400 M401n	VNG3F55350	10.5.40.7
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75432	10.5.40.13
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75451	10.5.40.23
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73338	10.5.40.19
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75430	10.5.40.24
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75132	10.5.40.25
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73318	10.5.40.5
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75127	10.5.40.22
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75454	10.5.40.32
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73329	10.5.40.18
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75450	10.5.40.30
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73314	10.5.40.17
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75116	10.3.40.50
San Ysidro S	HP	LaserJet 400 M401n	VNG3F55354	10.3.40.24
San Ysidro S	HP	LaserJet 400 M401n	PHGDD65838	10.3.40.19
San Ysidro S	HP	LaserJet 400 M401n	PHGDD65847	10.3.40.20
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75117	10.3.40.2
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75353	10.7.40.36
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75122	10.8.40.151
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46851	10.8.40.37
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75120	10.8.40.26
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46862	10.8.40.12
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75126	10.8.40.13
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46854	10.8.40.36
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46849	10.8.40.24
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46859	10.8.40.35
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46855	10.8.40.31
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46861	10.8.40.38
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75121	10.8.40.9
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46863	10.8.40.27
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75134	10.8.40.22
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46848	10.8.40.33
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75130	10.8.40.7
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75123	10.8.40.29
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75124	10.8.40.18
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46852	10.8.40.16
San Ysidro S	HP	LaserJet 400 M401n	VNG3R46860	10.8.40.5
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75115	10.8.40.4

San Ysidro S	HP	LaserJet 400 M401n	PHGDC75118	10.8.40.2
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75362	10.7.40.199
San Ysidro S	HP	LaserJet 400 M401n	PHGDB60585	10.7.40.35
San Ysidro S	HP	LaserJet 400 M401n	PHGDB60597	10.7.40.39
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75119	10.7.40.38
San Ysidro S	HP	LaserJet 400 M401n	PHGDD65840	10.7.40.43
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75072	10.4.40.111
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75359	10.7.40.72
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75129	10.7.40.32
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75364	10.7.40.31
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75351	10.7.40.20
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75356	10.7.40.84
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75307	10.7.40.86
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75354	10.7.40.83
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73315	10.7.40.52
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72789	10.1.40.51
San Ysidro S	HP	LaserJet 400 M401n	PHGDD65842	10.4.40.113
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75133	10.4.40.21
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75115	10.4.40.30
San Ysidro S	HP	LaserJet 400 M401n	PHGDB75137	10.4.40.28
San Ysidro S	HP	LaserJet 400 M401n	VNG3F55344	10.4.40.29
San Ysidro S	HP	LaserJet 400 M401n	PHGDC73321	10.4.40.23
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75133	10.4.40.26
San Ysidro S	HP	LaserJet 400 M401n	VNG3F55342	10.4.40.22
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72743	10.4.40.27
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72792	10.4.40.7
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San Ysidro S	HP	LaserJet 400 M401n	PHGDB75135	10.4.40.15
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San Ysidro S	HP	LaserJet 400 M401n	PHGDB58309	10.4.40.12
San Ysidro S	HP	LaserJet 400 M401n	PHGDB72797	10.4.40.100
San Ysidro S	HP	LaserJet 400 M401n	PHGDC75114	10.4.40.5
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San Ysidro S	HP	LaserJet 400 M401n	PHGDB72793	10.1.2.165
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San Ysidro S	HP	LaserJet 400 M401n	PHGDB75136	10.4.40.11
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San Ysidro S	HP	LaserJet 4250	CNDXD14180	10.7.40.37
San Ysidro S	HP	LaserJet 500 color M551	CNDCH1H0QC	10.109.45.21

San Ysidro S	HP	LaserJet CP1525nw	CNBF225156	10.4.40.40
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San Ysidro S	HP	LaserJet M604	CNDCJDT1PG	10.109.45.44
San Ysidro S	HP	LaserJet MFP M283fdw	VNBRQBP5SJ	10.4.40.60
San Ysidro S	HP	LaserJet P3010	VNB3S06793	10.109.12.158

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San Ysidro S	HP	LaserJet P4014	CNDX229392	10.6.12.139
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San Ysidro S	HP	LaserJet Pro M404dn	JPBDM26464	10.6.12.120
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San Ysidro S	HP	LaserJet Pro M404dn	JPDDM00978	10.3.40.211
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San Ysidro S	HP	LaserJet Pro M404dw	PHDGH14150	10.109.12.103
San Ysidro S	HP	LaserJet Pro M404dw	PHDGH14153	10.109.12.111
San Ysidro S	HP	LaserJet Pro M404dw	PHDGH14134	10.6.12.127
San Ysidro S	HP	LaserJet Pro M404dw	PHDGH14107	10.8.40.50
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SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Manuel Bojorquez, Director

☐ Informational
☒ Action

AGENDA ITEM: AGREEMENT WITH SOUTHWESTERN COMMUNITY COLLEGE

BACKGROUND INFORMATION:
The San Ysidro School District will enter into an agreement with Southwestern Community College District for the purpose of the Service Learning Program. The Service Learning Program provides students with opportunities to learn through various volunteer services to the community.

The term of this Agreement is August 15, 2023 to August 14, 2026. (Effective date March 6, 2024)

RECOMMENDATION:
Approve/Ratify the agreement and amendment with Southwestern Community College for the Service Learning Program.

LCAP GOAL AND ACTION/SERVICE (please indicate):
Goal #1: Student Achievement – 1.5 Staffing

☐ **Renewal** ☒ **New** ☐ **Amendment** ☒ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☐ Yes ☒ No	☒ Yes ☐ No	--

N/A	N/A
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☒ Yes ☐ No

Southwestern Community College District
Service Learning Program Agreement With
San Ysidro School District

THIS AGREEMENT No. **12282.23** is executed by and between **Southwestern Community College District** (hereinafter referred to as "District") and **San Ysidro School District** (hereinafter referred to as "Agency") (hereinafter collectively referred to as "Parties") for the purpose of the Service Learning Program.

WHEREAS, it is the intention of the Parties to participate in the Service Learning Program for the purpose of providing students (hereinafter referred to as "Participants"); with opportunities to learn by providing various volunteer services to the community (Agency).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

I. Scope of Agreement

A. This Agreement forms the basis of mutual understanding and respective responsibilities between the Agency and District for the participation of Students in the Service Learning Program.

B. This Agreement will be for a period of three years, with review for continuation of the Program at three year intervals. Renewal of this Agreement and continuation of the Program will be subject to each Party signing a renewal agreement.

C. Agency Agrees:

1. To the extent Agency is able, provide Participants with safe working conditions within which to provide the volunteer services. Agency shall not direct or permit Participants to undertake activities that may be risky or inherently dangerous. Agency shall provide sufficient instruction to the Participants, so that the volunteer services provided meet both the Participants' need to learn and the Agency's service needs. Agency may, within its discretion, provide the District with a written evaluation of the volunteer services that each Participant provides.

2. To provide a mutually acceptable workstation to Participants and to provide supervision, necessary equipment, materials, and tools.

3. To retain the right at all times to screen Participants before they deliver volunteer services and to reject the volunteer services of any Participant.

4. To not unlawfully discriminate, either in the provision of services against any Participant on the basis of race, color, national origin, gender, religion, or disability.

5. To comply with all applicable laws relating to nondiscrimination.

6. For District to have access to Agency to observe and evaluate the Participants' delivery of the volunteer services.

D. District Agrees:

1. To advise Participants of the nature of the services that Agency needs according to information that Agency provides.

2. To not be held responsible for screening Participants for their suitability to provide the volunteer services.

3. To keep in force at all times, during the term of this agreement, Workers' Compensation Insurance covering all Participants during assigned volunteer/work periods.

4. To not unlawfully discriminate in the provision of services against any Participant on the basis of race, color, national origin, gender, religion, or disability.

5. To comply with all applicable laws relating to nondiscrimination.

II. Term of Agreement

A. This agreement may be terminated by Agency or District at any time by giving at least seven (7) days written notice.

B. This agreement shall be effective August 15, 2023 to August 14, 2026.

C. This agreement may be modified at any time by written consent of the Parties.

D. This agreement constitutes the entire agreement between the Parties. There is no express or implied agreement except as stated in this agreement.

III. Insurance and Liability

A. District and Agency shall secure and maintain comprehensive general liability insurance in the amount of one million dollars ($1,000,000) per occurrence with coverage for incidental contracts. District shall name the Agency and its Governing Board, and the Agency agrees to name Southwestern Community College District and the Southwestern Community College District Governing Board as additional insured's under its respective policy(s). Further, the Certificate of Insurance shall provide 30 days prior written notice of cancellation.

B. District agrees to defend, hold harmless, and indemnify Agency and its directors, officers, employees, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of Agency, and damage to

property including property of Agency, caused by the negligent acts or omissions of District in the performance of this Agreement. District's duty to indemnify Agency under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from Agency's negligence or willful misconduct.

C. Agency agrees to defend, hold harmless, and indemnify District and its directors, officers, employees, students, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of the District, and damage to property including property of District, caused by the negligent acts or omissions of Agency in the performance of this Agreement. Agency's duty to indemnify District under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from District's negligence or willful misconduct.

IV. Independent Contractor

District is, for all purposes, an independent Contractor and shall not be deemed an employee of Agency. District specifically acknowledges that it controls the manner and means by which the program is accomplished, agrees to hold itself out as an independent Contractor, and waives any rights to claim that it is an employee of Agency under the common law agency test, the economic realities test, or any other legal test.

A. It is expressly understood and agreed that neither District nor Participants shall in no event, as a result of this Agreement or any work performed under this Agreement, be entitled to any benefits in which Agency employees are entitled, including, but not limited to, overtime or other pay differentials, retirement benefits, social security benefits, disability insurance benefits, unemployment compensation or insurance, workers' compensation benefits, and/or injury, vacation, sick, or other leave or employment benefits. District expressly agrees that all legal recourse for performance and severance of the relationship between it and Agency is set forth in this Agreement, and not in any statues of case law relating to rights of employees.

B. District agrees to notify Participants that they are not employees of Agency and are not entitled to any benefits to which Agency employees are entitled, as set forth above. District furthermore agrees to indemnify, defend and hold harmless Agency, its officers and its employees, from any such claims made by Participants.

V. Screening

District shall comply with the requirements of California Education Code Section 45125.1, and perform the following:

A. Fingerprinting

1. Require all Participants who may enter a school site during the time that pupils are present to submit their fingerprints in a manner authorized by the California Department of Justice (the "CDOJ")
2. Prohibit Participants from coming into contact with pupils until the CDOJ has ascertained that the Participant has not been convicted of a felony as defined in California Education Code Section 45122.1.

B. TB Clearance

District certifies that all Participants providing services to pupils of the Agency are adequately screened so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of pupils and that Participants shall provide evidence of freedom from tuberculosis within the past sixty (60) days before starting service at the school site.

SIGNATURE PAGE FOLLOWS

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

Rosalinda Hernandez
Director of Procurement, Central Services & Risk Management

900 Otay Lakes Road
Chula Vista, CA 91910

Date:

Originator: Dean Aragoza
Interim Dean of Student Services
Account Number: No cost to the District

SAN YSIDRO SCHOOL DISTRICT

Marilyn Adrianzen
Chief Business Official

4350 Otay Mesa Rd.
San Ysidro, CA 92173

Date:

SYSD Board approved:

Please Provide the following Agency Contact Information – Type or Print:

Manuel Bojorquez
Name of Agency Contact

manuel.bojorquez@sysdschools.org
Contact email

619) 428-4476 x3013
Phone Number

(619) 662-1823
Fax Number

Southwestern Community College District
Amendment to Agreement
With
San Ysidro School District

Governing Board Date: March 11, 2024
Amendment No.: One (1) (12959.24)

THIS AMENDMENT to AGREEMENT No. 12282.23, between **San Ysidro School District,** hereinafter referred to as **"CONSULTANT"**, and the **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT,** hereinafter referred to as "**DISTRICT"**, is entered into this March 11, 2024.

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT No. 12282.23, approved by the Governing Board on August 14, 2023 to provide volunteer learning experiences through community agencies to now include the following:

   A. This Amendment will incorporate a statement to the Insurance section regarding sexual abuse and molestation. The following language will now be part of previously approved agreement 12282.23.
      a. **Improper Sexual Conduct:** $1,000,000 per occurrence with an aggregate of not less than $2,000,000 for damages because of bodily injury by reason of negligent hiring and supervision. May be included under General Liability.

2. Where any Article or portion is amended or superseded, the balance of that Article not specifically amended or superseded shall remain in effect as originally written. Where any Article or portion thereof is supplemented, that supplement shall be considered added thereto, and the original provisions of the Article shall remain in effect as originally written. Where any Paragraph or Section is referenced, such Paragraph or Section is superseded and replaced by the language herein. Except as amended herein, the terms and conditions of AGREEMENT No. 12282.23 shall remain in full force and effect.

IN WITNESS WHEREOF, said PARTIES have executed this AMENDMENT as of the date first above written.

San Ysidro School District

_____
Marilyn Adrianzen
Chief Business Official
4350 Otay Mesa Rd.
San Ysidro, CA 92173

Date:

Board approved: 03-05-24

Southwestern Community College District

_____
Rosalinda Hernandez
Director of Procurement, Central Services
& Risk Management
900 Otay Lakes Road
Chula Vista, CA 91910

Date
Originator: Dean Aragoza
Account No.: N/A

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Educational Services
Russell Little, Assistant Superintendent

☐ Informational
☒ Action

AGENDA ITEM: MEMORANDUM OF UNDERSTANDING WITH OUR LADY OF MT. CARMEL SCHOOL FOR TITLE III FUNDING AND SERVICES

BACKGROUND INFORMATION:

As part of the Elementary and Secondary Education Act (ESEA) Memorandum of Understanding between the San Ysidro School District, Our Lady of Mt. Carmel School and the Private School Provisions as amended by the Every Student Succeeds Act: Districts receiving Federal financial assistance are required to provide services to eligible private school children, teachers and other personnel consistent with the number of eligible children enrolled in private elementary and secondary schools in the District or in the geographic area serviced by the entity receiving Federal financial assistance. These services and other benefits must be comparable to the services and other benefits provided to public school children and teachers participating in the program.

Our Lady of Mt. Carmel School has been participating in the Limited English Proficient (LEP) Student Program funded under the ESEA, Title III, Part A for the 2023-2024 school year. According to the most recent English Learner (EL) student identification procedures, 253 ELs were identified in January 2024. Total allocations for the Title III funds based on the number of EL students should not exceed $30,906.00.

Our Lady of Mt. Carmel is requesting the following expenditures with the Title III allocation:

- 38 Samsung Chromebooks - $10,235.84
- 4 Epson Pro-EX11000 Projectors - $5,171.95
- Copy Paper - $34.69
- Supplemental Resources from William H. Sadlier, Inc. - $15,463.52

The term of this MOU is from March – June 2024.

RECOMMENDATION:

Approve the Memorandum of Understanding with Our Lady of Mount Carmel School for Title III funds and services for the 2023-2024 school year at a cost not to exceed $30,906.00.

LCAP GOAL AND ACTION/SERVICE:

Goal 2: English Language and Academic Language Development, Action 2.2: Continue to support, monitor, and evaluate the services for English Learners to ensure students acquire proficiency in English. Support staff will be monitoring student achievement data to ensure that students are making adequate progress towards annual progress goals with language acquisition. Data monitoring to support student intervention and instructional practices.

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

Total Allocation:	
$30,906.00	Title III Fund
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

Memorandum of Understanding ESEA Title III

Provision of English Learner Student Programs and Services to Private Schools

2023-20234

Section 1: General

The San Ysidro School District (SYSD) has been notified by the Our Lady of Mount Carmel, a private school located within the geographic jurisdiction of this school district, of a request to participate in the English Leamer (EL) Student Program funded under the Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, Title III, Part A for the 2023-2024 School Year.

This Memorandum of Understanding (MOU) contains a sample description of the nature and scope of services and products to be provided by the San Ysidro School District to the Our Lady of Mount Carmel School in order to serve its EL students.

Section 2: How will the students' needs be identified?

A total of 253 EL students were identified in January 2024.

The EL student identification process consisted of the submission of a Home Language Survey (HLS) followed by the administration of an English proficiency assessment for those students for whom a language other than English was entered on the HLS and lived within the district's boundaries. The assessment is selected and approved by the San Ysidro School District after consultation with the Our Lady of Mount Carmel School.

Section 3: What services and products will be provided?

Our Lady of Mount Carmel requested funding for the purchases of the following:

1. 38 Samsung Chromebooks - $10,235.84
2. 4 Epson Pro-EX11000 Projectors - $5,171.95
3. Copy paper in the amount of $34.69
4. Supplemental Resource Programs from William H. Sadlier, Inc. - $15,463.52

Total amount not to exceed $30,906.00

Section 4: How, when, where, and by whom will the services be provided?

The purchases will be made by SYSD immediately following the approval of this MOU by the SYSD Governing Board. The items in section 3 will be provided for the use of Title III funds to serve the needs of students enrolled at Our Lady of Mt. Carmel.

Term: Not to exceed June 30, 2024

Section 5: How will the services be assessed to Improve the program?

Representatives of the San Ysidro School District and the Our Lady of Mount Carmel School shall meet during the month of June of the year in which services have been offered to discuss the delivery and effectiveness of services provided to EL students. The representatives shall determine if any changes are needed in the program during the current or next school year.

Section 6: Other provisions

Both parties of this MOU shall fulfill the conditions listed herein.

Section 7: Signatures of authorized representatives

For Our Lady of Mt Carmel:

Name: Sister Eva Lujano Phone No: (619)428-2091

Signature: S. Eva Lujano Date: 02/27/2024

Title: OLMC Principal

For San Ysidro School District

Name: Marilyn Adrianzen Phone No: (619)428-4476

Signature: _____ Date: _____

Title: Chief Business Official

Board approved: _____

Our Lady of Mt. Carmel School
4141 BEYER BOULEVARD, SAN YSIDRO, CA 92173 (619) 428-2091

Blessed Be God!

February 26, 2024

Needs Assessment Title III :

Our Lady of Mount Carmel School is requesting allotted Title III fund money to be used towards purchasing 38 Chromebooks, four Epson - PowerLite 2250U-3LCD projectors, Sadlier Phonics, Vocabulary Workshop and Grammar Resource Supplemental ELA Programs.

Chromebooks: Through the use of these chromebooks, students will be able to access a wide variety of applications, resources and programs that our school already utilizes to reinforce skills recently learned in school and provide them with differentiated instruction. Time spent on these chromebooks not only promote the use of higher level thinking skills, but also allow students time to discover knowledge through trial and error. Additionally, these chromebooks can increase students' responsibility, independence, and a sense of accomplishment.

Projectors: Projectors for use by teachers, support staff and tutoring resource programs to use for differentiated instruction. For example, projectors will be used to demonstrate the construction of a complete sentence (spelling, compound sentence, vocabulary, sounds etc.) at different grade levels for ELA students.

Sadlier Supplemental Resources: As English learners, by the use of these resources they will learn to master the language. This will help students acquire expanded vocabulary and correct grammar.

Any unused funding we request copy paper.

Product Name:	Samsung Chromebook 4 - 11.6" HD LED - Celeron Processor - 4GB RAM - 32GB Storage - XE310XBA-KB2US
Amount:	**$249.99 each x 38 = $9,499.62 + $736.22 = $10,235.84**
Link:	**https://www.target.com/p/samsung-chromebook-4-11-6-34-hd-led-celeron-processor-4gb-ram-32gb-storage-xe310xba-kb2us/-/A-89914415**

Our Lady of Mt. Carmel School
4141 BEYER BOULEVARD, SAN YSIDRO, CA 92173 (619) 428-2091

Blessed Be God!

Product Name:	Epson - Pro EX11000
	$1,199.99 x 4 = $4,799.96 + tax $371.99 = $5,171.95
Link:	Epson - Pro EX11000 3LCD Full HD 1080p Wireless Laser Projector - Black

Product Name:	Sadlier Resources
Amount:	**$15,463.52**

Blessings,

Sister Eva Lujano, S.J.S.
Principal
Our Lady of Mount Carmel School

Quote

Account: 1298353

#QO50928

2/26/2024

William H. Sadlier, Inc.
25 Broadway
New York NY 10004-1010
United States

Bill To

Our Lady of Mount Carmel Sch
4141 BEYER BLVD
SAN YSIDRO CA 92173
United States

Ship To

Sr. Eva Lujano
Our Lady of Mount Carmel Sch
4141 BEYER BLVD
SAN YSIDRO CA 92173
United States

TOTAL

$15,463.52

Expires: 5/26/2024
PO#:
Memo:

Expires	Exp. Close	Order Contact	Order Contact Email	Sales Rep	Shipping Method
5/26/2024	2/26/2024	Sr. Eva Lujano	evalujano@olmc.school	Ed Castillo	Sadlier Best Way

Line #	Quantity	Item	Full ISBN	Rate	Amount
1	40	**1641-1** Vocabulary Workshop ©2021 SE Grade 1	978-1-4217-1641-1	$11.49	$459.60
2	40	**1642-8** Vocabulary Workshop ©2020 SE Grade 2	978-1-4217-1642-8	$11.49	$459.60
3	50	**1643-5** Vocabulary Workshop ©2020 SE Grade 3	978-1-4217-1643-5	$11.49	$574.50
4	50	**1644-2** Vocabulary Workshop ©2020 SE Grade 4	978-1-4217-1644-2	$11.49	$574.50
5	50	**1645-9** Vocabulary Workshop ©2020 SE Grade 5	978-1-4217-1645-9	$11.49	$574.50
6	60	**1806-4** Vocabulary Workshop©2022 Student Edition Gr6 Level A	978-1-4217-1806-4	$11.49	$689.40
7	40	**1807-1** Vocabulary Workshop©2022 Student Edition Gr7 Level B	978-1-4217-1807-1	$11.49	$459.60
8	40	**1808-8** Vocabulary Workshop©2022 Student Edition Gr8 Level C	978-1-4217-1808-8	$11.49	$459.60
9	1	**1651-0** Vocabulary Workshop©2021 Gr1 Teacher Edition	978-1-4217-1651-0	$51.49	$51.49
10	1	**1652-7** Vocabulary Workshop ©2020 TE Grade 2	978-1-4217-1652-7	$24.99	$24.99

Quote

Account: 1298353

#QO50928

2/26/2024

William H. Sadlier, Inc.
25 Broadway
New York NY 10004-1010
United States

Line #	Quantity	Item	Full ISBN	Rate	Amount
11	1	**1653-4** Vocabulary Workshop ©2020 TE Grade 3	978-1-4217-1653-4	$24.99	$24.99
12	1	**1654-1** Vocabulary Workshop ©2020 TE Grade 4	978-1-4217-1654-1	$24.99	$24.99
13	1	**1655-8** Vocabulary Workshop ©2020 TE Grade 5	978-1-4217-1655-8	$24.99	$24.99
14	1	**1816-3** Vocabulary Workshop©2022 ATE Gr6 Level A	978-1-4217-1816-3	$24.99	$24.99
15	1	**1817-0** Vocabulary Workshop©2022 ATE Gr7 Level B	978-1-4217-1817-0	$24.99	$24.99
16	1	**1818-7** Vocabulary Workshop©2022 ATE Gr8 Level C	978-1-4217-1818-7	$24.99	$24.99
17	40	**2070-8** From Phonics to Reading SE w Resources GrK	978-1-4217-2070-8	$16.99	$679.60
18	40	**2071-5** From Phonics to Reading SE w Resources Gr1	978-1-4217-2071-5	$16.99	$679.60
19	40	**2072-2** From Phonics to Reading SE w Resources Gr2	978-1-4217-2072-2	$16.99	$679.60
20	40	**2073-9** From Phonics to Reading SE w Resources Gr3	978-1-4217-2073-9	$16.99	$679.60
21	1	**2080-7** From Phonics to Reading TE w Resources GrK	978-1-4217-2080-7	$52.99	$52.99
22	1	**2081-4** From Phonics to Reading TE w Resources Gr1	978-1-4217-2081-4	$52.99	$52.99
23	1	**2082-1** From Phonics to Reading TE w Resources Gr2	978-1-4217-2082-1	$52.99	$52.99
24	1	**2083-8** From Phonics to Reading TE w Resources Gr3	978-1-4217-2083-8	$52.99	$52.99

Quote

Account: 1298353

#QO50928

2/26/2024

William H. Sadlier, Inc.
25 Broadway
New York NY 10004-1010
United States

Line #	Quantity	Item	Full ISBN	Rate	Amount
25	50	**1604-6** GramWorkshop ©2020 SE Gr4	978-1-4217-1604-6	$14.99	$749.50
26	1	**1614-5** GramWorkshop ©2020 TE Gr4	978-1-4217-1614-5	$28.99	$28.99
27	50	**8915-6** Gram Wkshp SE LvlBlue Gr5	978-1-4217-1055-6	$15.99	$799.50
28	1	**8925-5** Gram Wkshp TE LvlBlue Gr5	978-1-4217-1065-5	$29.99	$29.99
29	60	**8946-0** Grmr Wrtg SE LvlRed Gr6 sftcvr	978-1-4217-1116-4	$25.99	$1,559.40
30	40	**8947-7** Grmr Wrtg SE LvlPrpl Gr7 sftcvr	978-1-4217-1117-1	$25.99	$1,039.60
31	40	**8948-4** Grmr Wrtg SE LvlYllw Gr8 sftcvr	978-1-4217-1118-8	$25.99	$1,039.60
32	1	**1126-3** Grmr Wrtg TE LvlRed Gr6	978-1-4217-1126-3	$52.99	$52.99
33	1	**1127-0** Grmr Wrtg TE LvlPrpl Gr7	978-1-4217-1127-0	$52.99	$52.99
34	1	**1128-7** Grmr Wrtg TE LvlYllw Gr8	978-1-4217-1128-7	$52.99	$52.99

Subtotal	$12,813.63
Discount	
Shipping	$1537.64
Handling	$0.00
Tax Total	$1,112.25
Total	$15,463.52

QO50928

SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: March 5, 2024

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Marilyn Adrianzen, Chief Business Official

☐ Informational
☒ Action

AGENDA ITEM: AGREEMENT WITH WILKINSON HADLEY KING & COMPANY LLP

BACKGROUND INFORMATION:
California Education Code and Proposition 39 require that an annual external audit of financial statements be conducted to ensure proper reporting is followed; in addition, compliance is tested. Proposition 39 indicates that districts shall conduct an annual, independent financial audit of the Bond proceeds until all of those proceeds have been spent for the school facilities improvement projects authorized by the voter approved Measure. The results of such audits shall be made publicly available and shall be submitted to the citizens' oversight committee in accordance to the Citizens' Bond Oversight Committee.

On March 3, 2020, the voters of the San Ysidro School District authorized Measure T and Measure U under the Proposition 39 statutes. Measure T ($52,985,000) and Measure U ($55,500,000) authorized the issuance of $108,485,000 million in General Obligation Bonds (the "Bonds") which replaced the Proposition C unissued bonds.

In order to be in compliance with Prop 39, the District performed an informal RFP with experienced auditing companies and Wilkinson Hadley King & Co. LLP was one of two CPA companies that responded. The District would like to enter into a 3-year contract with Wilkinson Hadley King & Co. LLP to perform the Bond Audit for Measures T and U. Audit years 2023-24, 2024-25 and 2025-26.

RECOMMENDATION:
Approve the 3-year agreement with Wilkinson Hadley King & Co. LLP for bond auditing services at an estimated annual cost of $11,500.00 from the Measure T and U funds.

LCAP GOAL AND ACTION/SERVICE (please indicate):

☐ **Renewal** ☒ **New** ☐ **Amendment** ☐ **Ratify** ☐ **Other**

Financial Implications?	Are funds for this item available in the 2023-2024 Budget?	Requisition #
☒ Yes ☐ No	☒ Yes ☐ No	

$11,500.00	Measure T and U Bond Funds
(Amount)	(Name of funding source and/or location)

Recommended for: ☒ Approval ☐ Denial Certification Requested ☐ Yes ☐ No

CONTRACT FOR ANNUAL AUDIT OF
K-12 SCHOOL DISTRICTS
(Three Year Contract)

SAN YSIDRO SCHOOL DISTRICT – Bond Program

This contract entered into this 6th day of March, 2024 between San Ysidro School District of San Diego County, California, hereinaftercalled the District and Wilkinson Hadley King & Co. LLP hereinafter called theAccountant, witnesses that the parties hereto do mutually agree as follows:

Article 1. EMPLOYMENT OF ACCOUNTANT: The District, pursuant to Chapter 3 (commencing with Section 14500), Part 9, Division 1, Title 1, and Article 2 (commencing with Section 41020), Chapter 1, Part 24, Division 3, Title 2 of the Education Code of the State of California, hereby employs the Accountant to perform the necessary professional services, including but not limited to, those hereinafter set forth in connection with an audit of all funds and of the books and accounts of the District.

Article 2. SCOPE OF AUDIT: The bond audits will be performed in accordance with proposition 39 and the requirements identified in the *Guide for Audits of California K-12 Local Education Agencies and State Reporting* (Audit Guide) for any applicable bond measures.

Article 3. AUDIT PERIOD: The audit shall cover the period of the 2023-24 through 2025-26 school years, to wit, the period commencing July 1, 2023, and ending June 30, 2026.

Article 4. VERIFICATION OF PRIOR YEAR'S FUNDS BALANCES: The audit shall include a verification of fund balances at the beginning of the audit period, provided there has been a responsible audit for the year prior to commencement of the audit period, from which such verification can be made; otherwise such verification may be excluded at the discretion of the District.

Article 5. AUDIT PROCEDURES: The audit shall be performed in accordance with general accounting office standards for financial and compliance audits, and shall include, to the extent applicable, the audit procedures recommended by the Education Audit Appeals Panel, as detailed in the most recent publication entitled *Guide for Audits of California K-12 Local Education Agencies and State Reporting* (Audit Guide). The Accountant shall provide the State Controller access to audit working papers to permit the Controller to complete a review upon request pursuant to Education Code Section 14504.

Article 6. FORM AND CONTENTS OF REPORT: The form and contents of theaudit report shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State Controller under Section 41020 of the Education Code.

Article 7. EXTRA WORK AND SERVICES: In the event that circumstances disclosed by the audit indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the Accountant shall at once notify the District in writing of the fact, together with a written estimate of the additional work and services required and the estimated cost thereof. In the event the District authorizes and approves the performance of such extra work and services, it shall so notify the Accountant in writing. No claims of the Accountant for extra work or services shall be allowed or paid without such written consent and approval of the District first having been so obtained before such extra work and services are entered upon or undertaken.

Article 8. COMMENCEMENT OF WORK: Work by the Accountant under this contract shall commence July 1, 2023, or as soon thereafter as the District may deem practicable and feasible.

Article 9. COMPLETION AND DELIVERY OF REPORT: The audit report shall be completed and delivered to the District not later than December 15 annually. The Accountant will furnish the school district copies of the audit in sufficient number for distribution to each member of the governing board and for the District's chief administrative officer and shall provide one copy to each of the following: County Superintendent of Schools, State Department of Education, State Controller's office.

Article 10. THE ACCOUNTANT FEES: The District agrees to pay and the Accountant agrees to accept for performance of all services rendered herein, exclusive of extra work and services, a fee in the sum of, not to exceed amounts notated below. It is understood and agreed that said fee is a maximum fee and is subject to corresponding reduction in the event that the actual cost of making the audit proves to be less than is now estimated at the time of entering into this contract. The cost estimates, which include a reasonable profit and constitute the basis upon which the maximum fee has been determined.

	2023-24	2024-25	2025-26
Measure T Bond Audit	$5,750	$5,750	$5,750
Measure U Bond Audit	$5,750	$5,750	$5,750

*Fees are contingent upon the firm Wilkinson Hadley King & Co. LLP being selected for the financial audit of the District. In the event that another audit firm is selected for the financial audit, the fees will need to be re-negotiated for the bond audits.

Extra work and services duly ordered and approved as herein above provided and duly performed shall be computed and paid for at the rates below.

Classification	Rate
Senior Partner	$ 250
Partner	$ 225
Senior Manager	$ 195
Manager	$ 175
Senior Accountant	$ 140
Staff Accountant	$ 110
Clerical	$ 65

Article 11. PAYMENT: Payment of ninety percent of the fee, including extra work and services, shall be made in progress payments as work is completed. The Accountant shall furnish the District on demand an itemized statement of the audit costs, if requested. The final ten percent of the value of work done under this contract shall be made after certification by the State Controller that the audit report conforms to the reporting provisions of the Audit Guide. Provision is hereby made to withhold fifty percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report by the same firm or individual failed to be certified as conforming to reporting requirements of the State Controller's Audit Guide.

Article 12. TERMINATION: The District hereby reserves the right to terminate this contract at any time. In the event of such termination, the Accountant shall be paid the reasonable value of all services rendered up to the date of such termination as may be determined by the District, and the Accountant hereby expressly waives any and all claims for damages or compensation arising under this contract, except as set forth herein, in the event of such termination. Additionally, this contract shall become null andvoid if the audit firm or individual is declared ineligible to perform LEA audits pursuant toEducation Code Section 41020.5.

Article 13. ASSOCIATES: The Accountant shall have the option, with the written consent of the District, to associate with them and at their expense accountants or other qualified persons to render services in connection with the work, and to delegate to them such duties as they may delegate without relieving themselves from administrative or other responsibility under this contract. Some audit work may be performed by non certified partners of the firm.

Article 14. SUCCESSORS AND ASSIGNS: All terms, conditions, and provisions hereof shall inure to and shall bind the parties hereto, their, and each of their respective heirs, executors, administrators, successors, and assigns.

Except as provided above, the Accountant shall not sublet, assign, or transfer their interest in this contract without the written consent of the District.

Article 15. Workers' Compensation: We are aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and we will comply with such provisions before commencing the performance of the work of the contract.

Article 16. INSTRUCTIONS TO PROCEED: The Accountant is not to proceed with performance of any services under this contract without first securing written authorization from the District to do so.

IN WITNESS WHEREOF, we have hereunto set our hands the day and year first above written.

Wilkinson Hadley King & Co. LLP

Accountant

By

Aubrey Mann, Partner

Dated: October 19, 2023

San Ysidro School District
of San Diego County, California

By_____
Marilyn Adrianzen, Chief Business Official

On_____

Board approved: _____