

Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256

MINUTES

Trinity County Board of Education Regular Board Meeting August 21, 2024

WHERE HELD: Trinity County Office of Education
201 Memorial Drive – Granite Room

MEMBERS PARTICIPATING: Randy Spencer, Area I
Michelle Myers, Area II
Sally Aldinger, Area III
Arina Erwin, Area IV
Steve Canale, Area V

COUNTY OFFICE: Fabio Robles, Superintendent of Schools
Anthony Rebelo, Assistant Superintendent of Special
Education/SELPA Director
Tim Nordstrom, Assistant Superintendent of Educational
Services
Melanie Holmes, Executive Director of HR & Business
Services
Cindy Blanchard, Chief Business Official
Kaila Arnold, Executive Secretary

PUBLIC: Josh Cozine, The Trinity Journal

1.0 Formal Opening

- 1.1 Call to Order
Sally Aldinger called the meeting to order at 1:00 p.m.
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Additions or Changes to Agenda
There were no additions or changes to the Agenda.

- 2.0 Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, 20 minutes per topic, pursuant to Board policy. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; or 3) refer the matter to the next agenda.

There was no public communication.

3.0 Accept Open Session Agenda

Sally asked the board for a motion to accept the Open Session Agenda.

MOTION: A motion was made by Steve, with a second by Randy, to accept the Open Agenda. Motion passed. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.

- 4.0 Consent Agenda:** The following consent agenda items are considered routine by the County Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.

- 4.1 Minutes – June 18, 2024, Public Hearing
- 4.2 Minutes – June 19, 2024, Adoption
- 4.3 Warrants – June and July 2024
- 4.4 Payroll – June and July 2024

Sally Aldinger asked the Board if there was a motion to pull any items from the Consent Agenda. Hearing none, Sally asked the board for a motion to accept the Consent Agenda.

MOTION: A motion was made by Arina, with a second by Michelle, to accept the Consent Agenda. The motion passed unanimously. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.

5.0 Information Items

- 5.1 Summary of Complaints Per Williams Uniform Complaint Procedure
(April 1, 2024, through June 30, 2024 – 4th Quarter)
There were no complaints
- 5.2 2022-23 Teaching Assignment Monitoring Outcome Data
Back-up was included in the packet for the board members to review. Tim shared information on item 5.2 with the Board.
- 5.3 BP 0410 - Nondiscrimination in County Office Programs and Activities
- 5.4 BP/E1 1312.3- Uniform Complaint Procedures
- 5.5 BP 5145.3 - Nondiscrimination/Harassment
- 5.6 BP/E1 5145.7 – Sex Discrimination and Sex-Based Harassment
Fabio shared information on items 5.3-5.6 with the Board.

6.0 Action Items

- 6.1 Approve Resolution #24-25-03 Designation of the Official Representative to the Shasta-Trinity Schools Insurance Group (STSIG)
MOTION: A motion was made by Randy, with a second by Michelle. The motion passed unanimously. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.
- 6.2 Approve Resolution #24-25-04 Delegate Superintendent or Designee, the Authority to Declare District Furniture, Equipment, and Supplies as Surplus for Salvage, Disposal, or Sale.
MOTION: A motion was made by Arina, with a second by Michelle. The motion passed unanimously. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.
- 6.3 Approve Resolution #24-25-05 Update State Allocation Board signatories list for TCOE
MOTION: A motion was made by Steve, with a second by Randy. The motion passed unanimously. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.
- 6.4 Per Government Code 53262 Ratify 2024-2025 Assistant Superintendent of Educational Services and Assistant Superintendent of Special Education, Contracts for Employment
MOTION: A motion was made by Arina, with a second by Michelle. The motion passed unanimously. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.
- 6.5 Approve the Time and Date of the Public Hearing Scheduled for Sufficiency of Instructional Materials for the 2024-2025 School Year to 4:00 p.m. on Wednesday, September 18, 2024
MOTION: A motion was made by Steve, with a second by Randy. The motion passed unanimously. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.

7.0 Reports

- 7.1 Financial Report and Oversight Update
Cindy Blanchard provided the financial report and oversight update, which was included in the board packet for the members to review.
- 7.1.1 School Facilities Report from Jeff Morris
The school facilities report was included in the packet for the members to review.
- 7.2 Cabinet Report – includes Trinity COE and District LCAP Updates
Tim Nordstrom, Anthony Rebelo, and Melanie Holmes shared their cabinet report with the board.

8.0 Correspondence

9.0 Superintendent's Report

See the attached notes.

10.0 Board Reports/Announcements/Comments

Arina, Michelle, and Randy shared their reports with the Board.

11.0 Adjournment

The meeting adjourned at 1:54 p.m.

Respectfully submitted,

Fabio Robles, Ex-Officio Secretary
Trinity County Office of Education

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Superintendent's Report 8/21/2024

As we move into the 2024-2025 school year, I'd like to take a moment to update you on our progress and key developments from the summer.

1. Leadership Summit and Professional Development:

This summer, we successfully hosted our first-ever Leadership Summit for school administrators. The event was a great success, bringing together leaders from across the county to collaborate, learn, and prepare for the new school year. Based on the overwhelmingly positive feedback, we're already planning for a follow-up next summer.

2. Staffing Updates:

We've had some significant changes in our team over the summer. April Fiermonte, Amy Solometo (School Psych) and Nonny David have moved on from our office, and we are in the process of filling these positions to ensure continuity of service. We've also welcomed several new team members, over the summer, Sabra Carman (Liaison), Heather Senter (Liaison), Meghan Keyes (Wonder HOuse) and Sarah Ganas (SPED Teacher) and including Jason they will play crucial roles in supporting our schools and students.

3. Special Projects and Grants:

We've made great strides in securing additional resources for our schools. Notably, Jade Tyner successfully obtained a \$1 million grant for capacity building of Wellness Coaches through the HCAI grant. Additionally Jade and I worked on a grant through the MHServices office at the state and earned another 1.2million to enhance and sustain our current services. This funding will be instrumental in supporting the mental health and wellness of our students and staff.

4. Helping out at Lewiston. With Mary Thoreson's unexpected resignation I had to step in and support the Lewiston Board over the summer. Together I am supporting the interim Supt Daina Seale. On August 13th I led a back to work meeting for their staff. I am currently mentoring Daina as she finishes her administrative coursework.

5. Broadband Expansion Efforts:

We've continued to advocate for expanded broadband access in our rural communities. I recently wrote a letter of support for Brightscape Networks' Broadband Technical Assistance application, which, if approved, will be a significant step forward in addressing the digital divide in Humboldt and Trinity Counties.

6. Strategic Planning and Goal Setting:

At our back-to-work meeting in August, we focused on setting organizational, departmental, and individual goals that align with our core values, mission, and vision statements. This activity was at the heart of our commitment to continuous improvement and ensuring that our work remains focused on serving our students and community effectively. We also did some work around the Happiness Advantage by Shawn Achor. Our theme for the day was around tools for positivity.

Payment Id		Comment					
Check #	5250908	01	08/07/2024	Check Amt	38.80	Status Printed	Brittany Shuey (Brittany Sh - Payee)
	BSHUEYCSTGREIMB724		B. Shuey CSTG Reimbursement			01. 7311. 0. 1110. 1000. 4300. 825. .	38.80
Check #	5250909	01	08/07/2024	Check Amt	4,800.00	Status Printed	Madison Sullivan (Madison Sul - Payee)
	MSULLIVANCSTGREIMB		M. Sullivan CSTG Reimbursement July 24			01. 7311. 0. 1110. 1000. 4300. 825. .	4,800.00
Check #	5250910	01	08/07/2024	Check Amt	825.87	Status Printed	Mount Shasta Supermarket (Mount Shast - Payee)
	499003		Leadership Dinner, Trinity Admin			01. 0000. 0. 8600. 2700. 5800. 825. 1300. .	825.87
Check #	5250911	01	08/07/2024	Check Amt	138.80	Status Printed	Dawson, Laura L (000098 - Emp)
	LDAWSONSPOSINSAUG24		L. Dawson Spouse Ins Reimb 8/24			01. 0000. 0. 0000. 7200. 3702. 825. .	138.80
Check #	5250912	01	08/07/2024	Check Amt	2,048.78	Status Printed	Rebelo, Anthony J (000307 - Emp)
	AREBELOSELPA08052024		A. Rebelo SELPA Air San Diego 24-25			01. 6500. 0. 5050. 2200. 5200. 826. . 650	2,048.78
Check #	5250913	01	08/07/2024	Check Amt	400.00	Status Printed	Brower, Deidre M (000541 - Emp)
	DBROWERCBOEXAMREIMB		D. Brower CBO Exam Reimbursement			01. 0000. 0. 8600. 7200. 5200. 825. .	400.00
Check #	5250914	01	08/07/2024	Check Amt	752.67	Status Printed	101Voice (001450/2)
	IN64704		101Voice Phone August 2024			01. 0000. 0. 0000. 8100. 5920. 825. .	752.67
Check #	5250915	01	08/07/2024	Check Amt	162.00	Status Printed	ACCU-Print (001395/1)
	2981		24/25 Fingerprint Fees-Accu			01. 0000. 0. 8600. 7200. 5840. 825. .	162.00
Check #	5250916	01	08/07/2024	Check Amt	3,274.11	Status Printed	Atkinson, Andelson, Loya, Attorneys at Law (000031/3)
	720034		Special Education Legal - TAU			01. 0000. 0. 0000. 7100. 5850. 825. .	3,274.11
Check #	5250917	01	08/07/2024	Check Amt	5,055.68	Status Printed	CDW-G (000075/2)
	SP64923		Microsoft Windows Server Edition - License			01. 0000. 0. 8600. 2420. 5800. 825. .	5,055.68
Check #	5250918	01	08/07/2024	Check Amt	2,250.00	Status Printed	Com-Pair Services (001086/1)
	143343		24/25 Com-Pair Monthly Expenses			01. 0000. 0. 8600. 7700. 5920. 825. .	2,250.00
Check #	5250919	01	08/07/2024	Check Amt	51.46	Status Printed	Frontier Communications (001182/1)
	051794-5JULY2024		24/25 Business line 051794-5 expenses			01. 0000. 0. 0000. 8100. 5920. 825. .	51.46
Check #	5250920	01	08/07/2024	Check Amt	3,150.00	Status Printed	Global Kindness Initiative (001474/1)
	1146		GKI Educator Bootcamp 8-13-24			01. 9600. 0. 8600. 2100. 5800. 825. .	3,150.00
Check #	5250921	01	08/07/2024	Check Amt	12,294.25	Status Printed	Connection (001390/2)
	73812968		Refund for Privacy Screens			01. 0000. 0. 8600. 3140. 4300. 825. .	75.27-
	75386706		Courtney Privacy Screens-Correct Size			01. 0000. 0. 0000. 2420. 4300. 825. .	173.79
	75519068		HP ProBook 460 G11 & Onsite Support			01. 0000. 0. 0000. 2420. 4400. 825. .	4,484.52
						01. 0000. 0. 0000. 7200. 5890. 825. .	14.53
						01. 0000. 0. 8600. 2420. 5800. 825. .	144.07
75523245			HP ProBook 460 G11 & Onsite Support			01. 0000. 0. 0000. 2420. 4400. 825. .	143.60
						01. 0000. 0. 0000. 7200. 5890. 825. .	.47
						01. 0000. 0. 8600. 2420. 5800. 825. .	4.61

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/1/2024, Ending Check Date = 8/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = , Sort/Group 2 =)

Payment Id		Comment						
Check #	5250921	01	08/07/2024	Check Amt	12,294.25	Status	Printed	Connection (001390/2) - continued
75538402				M263w Mono MFP			01. 0000. 0. 0000. 2420. 4400. 825. .	502.42
75538404				GoGaurdian for Rise Academy			01. 0000. 0. 8600. 2420. 5800. 825. .	1,765.07
75540716				Chromebooks and Licenses			01. 0000. 0. 0000. 2420. 4400. 825. .	2,596.91
							01. 0000. 0. 0000. 7200. 5890. 825. .	42.58
							01. 0000. 0. 8600. 2420. 5800. 825. .	336.05
75549276				Enterprise Per User Tier 5 RealVNC			01. 0000. 0. 8600. 2420. 5800. 825. .	2,160.90
Check #	5250922	14	08/07/2024	Check Amt	1,500.00	Status	Printed	Hinkle & Hinkle Roofing (001473/1)
20351				Roof Repair - Recoating & Resealing			14. 0000. 0. 0000. 8100. 5800. 825. .	1,500.00
Check #	5250923	01	08/07/2024	Check Amt	85.27	Status	Printed	Lingo (001302/1)
34034420				24/25 Long Distance Services			01. 0000. 0. 0000. 8100. 5920. 825. .	85.27
Check #	5250924	01	08/07/2024	Check Amt	39.67	Status	Printed	Plotzke Ace Hardware (000280/1)
403311				24/25 maintenance supplies			01. 0000. 0. 0000. 8100. 4300. 825. .	39.67
Check #	5250925	01	08/07/2024	Check Amt	8,000.00	Status	Printed	San Joaquin County Of Ed (000309/2)
25-00576				24/25 SEIS License Fee			01. 6500. 0. 5001. 2200. 5300. 826. . 650	8,000.00
Check #	5250926	01	08/07/2024	Check Amt	160.00	Status	Printed	Security Shredding (000523/4)
122727				Shredding of Confidential Materials			01. 0000. 0. 0000. 7200. 5800. 825. .	160.00
Check #	5250927	01	08/07/2024	Check Amt	161.02	Status	Printed	Trinity PUD (000399/2)
16244AUG24				24/25 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .	161.02
Check #	5250928	01	08/07/2024	Check Amt	631.17	Status	Printed	Chelsea Schmitto (001393/1)
1086 FINAL PAYMENT				Catering 8/13/24 Restorative Practices Training			01. 9600. 0. 8600. 2100. 5800. 825. .	631.17
* Break in sequence								
Check #	5251051	01	08/14/2024	Check Amt	41.54	Status	Printed	Nordstrom, Timothy M (000400 - Emp)
TNORDSTROMMILESLEAD				T. Nordstrom Mt Shasta Mileage			01. 0000. 0. 8600. 2700. 5200. 825. 1300. .	41.54
Check #	5251052	01	08/14/2024	Check Amt	350.00	Status	Printed	Agile Occupational Medicine (001455/1)
EM019841				New Hire Drug Screen			01. 0000. 0. 0000. 7200. 5890. 825. .	210.00
EM024494				New Hire Drug Screen			01. 0000. 0. 0000. 7200. 5890. 825. .	70.00
EM025670				New Hire Drug Screen S. Carman			01. 0000. 0. 0000. 7200. 5890. 825. .	70.00
Check #	5251053	01	08/14/2024	Check Amt	4,140.38	Status	Printed	CDW-G (000075/2)
SR63489				96 Mwacores re VSphere Essentials Plan			01. 0000. 0. 0000. 2420. 5800. 825. .	4,140.38
Check #	5251054	01	08/14/2024	Check Amt	53.10	Status	Printed	Employment Development Dept (000131/5)
L1589841744				SEF Local Experience Charge			01. 0000. 0. 1110. 1000. 3501. 825. .	53.10
Check #	5251055	01	08/14/2024	Check Amt	1,272.57	Status	Printed	101Voice (001450/2)
12310				Algo Paging Adapter and Speaker			01. 0000. 0. 0000. 8100. 5920. 825. .	1,272.57
Check #	5251056	01	08/14/2024	Check Amt	111.25	Status	Printed	Mendes Supply Co. (000233/1)
Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/1/2024, Ending Check Date = 8/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = , Sort/Group 2 =)								

Payment Id	Comment					
Check # 5251056	01	08/14/2024	Check Amt	111.25	Status Printed	Mendes Supply Co. (000233/1) - continued
R073620		24/25 Maintenance Supplies			01. 0000. 0. 0000. 8100. 4300. 825. .	111.25
Check # 5251057	01	08/14/2024	Check Amt	88.19	Status Printed	North State Grocery, Inc (001247/1)
006404579861		CPI Refreshments			01. 0000. 0. 8600. 3110. 4300. 825. .	28.75
006404580832		CPI Refreshments			01. 0000. 0. 8600. 3110. 4300. 825. .	26.58
006404582714		CPI Refreshments			01. 0000. 0. 8600. 3110. 4300. 825. .	32.86
Check # 5251058	01	08/14/2024	Check Amt	10.71	Status Printed	Plotzke Ace Hardware (000280/1)
403597		24/25 maintenance supplies			01. 0000. 0. 0000. 8100. 4300. 825. .	10.71
Check # 5251059	01	08/14/2024	Check Amt	30,205.59	Status Printed	Sterling (001471/1)
0182867		PowerEdge R650 Server			01. 0000. 0. 8600. 2420. 6400. 825. .	30,205.59
Check # 5251060	01	08/14/2024	Check Amt	840.00	Status Printed	Trinity Alps Restaurant (001475/1)
TCOELUNCHEON8172024		A. Carson Early Inclusion Community Workshop Luncheon			01. 0000. 0. 8600. 2100. 5800. 825. 2552. .	840.00
Check # 5251061	01	08/14/2024	Check Amt	285.00	Status Printed	Trinity Co. Sheriff's Dept. (000393/2)
APRJUNFINGERPRNTS		23-24 Fingerprint Fees-TCSO			01. 0000. 0. 8600. 7200. 5840. 825. .	285.00
Check # 5251062	01	08/14/2024	Check Amt	324.50	Status Printed	Trinity Co. Solid Waste (000394/1)
20012AUG24		24/25 solid waste fees			01. 0000. 0. 0000. 8100. 5550. 825. .	324.50
Check # 5251063	01	08/14/2024	Check Amt	212.11	Status Printed	NAPA Weaverville Auto Parts (000423/2)
427586		24/25 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. .	212.11
Check # 5251064	01	08/14/2024	Check Amt	65.43	Status Printed	Weaverville CSD (000424/1)
10839JUL24		24/25 monthly water service			01. 0000. 0. 0000. 8100. 5560. 825. .	65.43
Check # 5251065	01	08/14/2024	Check Amt	58.80	Status Printed	Weaverville Sanitary District (000426/1)
1926JULY24		24/25 monthly sewer service			01. 0000. 0. 0000. 8100. 5550. 825. .	28.00
1926JUNE24		23-24 monthly sewer service			01. 0000. 0. 0000. 8100. 5550. 825. .	30.80
Check # 5251066	01	08/14/2024	Check Amt	13,191.69	Status Printed	Wilkinson Hadley King & Co LLP (001477/1)
32663		Progress Bill for 2023-24 Audit			01. 0000. 0. 0000. 7190. 5820. 825. .	6,037.50
32668		2023-24 Auditor Travel Costs			01. 0000. 0. 0000. 7190. 5820. 825. .	7,154.19
* Break in sequence						
Check # 5251192	01	08/21/2024	Check Amt	160.80	Status Printed	Hickman, Alicia L (000438 - Emp)
AHICKMANMILEAGEREIMB		A. Hickman Mileage Reimbursement			01. 0000. 0. 8600. 2100. 5200. 825. .	160.80
Check # 5251193	01	08/21/2024	Check Amt	83.75	Status Printed	Dixon, Julia M (000503 - Emp)
JDIXONPERDIEMCHICO		J. Dixon ASes Travel Per Diem			01. 9600. 0. 7110. 2150. 5200. 825. .	83.75
Check # 5251194	01	08/21/2024	Check Amt	400.00	Status Printed	California County Superintendents (000074/2)
13343		24/25 TSC Committee Membership Dues R. Jackson			01. 0000. 0. 0000. 2420. 5300. 825. .	400.00
Check # 5251195	01	08/21/2024	Check Amt	3,500.00	Status Printed	CalPERS (000929/1)

Payment Id		Comment					
Check #	5251195	01	08/21/2024	Check Amt	3,500.00	Status Printed	CalPERS (000929/1) - continued
100000017644331		GASB-68				01. 0000. 0. 0000. 7200. 5800. 825. .	
						3,500.00	
Check #	5251196	01	08/21/2024	Check Amt	1,878.75	Status Printed	Casa de Castellanos (001216/1)
21		All Call Lunch Catering				01. 0000. 0. 1110. 1000. 5800. 825. 2553.	
						1,878.75	
Check #	5251197	01	08/21/2024	Check Amt	535.00	Status Printed	CSFC (001224/1)
149146		J. Morris CSFC Annual Summit				01. 0000. 0. 8600. 7200. 5200. 825. .	
						535.00	
Check #	5251198	01	08/21/2024	Check Amt	394.55	Status Printed	Frontier Communications (001182/1)
031690-5AUG24		24/25 Centranet Lines 031690-5				01. 0000. 0. 0000. 8100. 5920. 825. .	
						394.55	
Check #	5251199	01	08/21/2024	Check Amt	61.58	Status Printed	Frontier Communications (001182/1)
032097-5AUG2024		24/25 Business line 032097-5 expenses				01. 0000. 0. 0000. 8100. 5920. 825. .	
						61.58	
Check #	5251200	01	08/21/2024	Check Amt	65.63	Status Printed	Frontier Communications (001182/1)
051794-5AUG2024		24/25 Business line 051794-5 expenses				01. 0000. 0. 0000. 8100. 5920. 825. .	
						65.63	
Check #	5251201	01	08/21/2024	Check Amt	26.31	Status Printed	Frontier Communications (001182/1)
091196-5AUG24		24/25 Exchange Listing 091196-5 Expenses				01. 0000. 0. 0000. 8100. 5920. 825. .	
						26.31	
Check #	5251202	01	08/21/2024	Check Amt	26.31	Status Printed	Frontier Communications (001182/1)
091196-5JUL24		24/25 Exchange Listing 091196-5 Expenses				01. 0000. 0. 0000. 8100. 5920. 825. .	
						26.31	
Check #	5251203	01	08/21/2024	Check Amt	51.27	Status Printed	Frontier Communications (001182/1)
112194-5AUG24		24/25 Business Line 112194-5				01. 0000. 0. 0000. 8100. 5920. 825. .	
						51.27	
Check #	5251204	01	08/21/2024	Check Amt	.90	Status Printed	Frontier Communications (001182/1)
112194-5JUL24		24/25 Business Line 112194-5				01. 0000. 0. 0000. 8100. 5920. 825. .	
						.90	
Check #	5251205	01	08/21/2024	Check Amt	7,631.58	Status Printed	Connection (001390/2)
75553565		ProBook 460 G11 Core Ultra, Support, Fee				01. 9663. 0. 8600. 3130. 4400. 825. .	
						7,004.94	
75558922		Chromebooks and Licenses				01. 0000. 0. 0000. 2420. 4400. 825. .	
						330.63	
						01. 0000. 0. 0000. 7200. 5890. 825. .	
						5.42	
						01. 0000. 0. 8600. 2420. 5800. 825. .	
						42.79	
75566580		ProBook 460 G11 Core Ultra, Support, Fee				01. 0000. 0. 0000. 2420. 4400. 825. .	
						155.35	
						01. 0000. 0. 0000. 2420. 5800. 825. .	
						92.45	
Check #	5251206	01	08/21/2024	Check Amt	141.72	Status Printed	Mendes Supply Co. (000233/1)
R073620 01 01		24/25 Maintenance Supplies				01. 0000. 0. 0000. 8100. 4300. 825. .	
						141.72	
Check #	5251207	01	08/21/2024	Check Amt	1,409.88	Status Printed	Mount Shasta Resort (001472/1)
TRINITY724 PART 2		Leadership Summit Conference Space Rental				01. 0000. 0. 8600. 2700. 5200. 825. 1300.	
						1,409.88	
Check #	5251208	01	08/21/2024	Check Amt	900.00	Status Printed	Oregon Shakespeare Festival Education & Engagement Office (001478/1)
3771781		OSF School Visit Program 4 Performances				01. 0000. 0. 8600. 2100. 5800. 825. 2552.	
						900.00	
Check #	5251209	01	08/21/2024	Check Amt	368.00	Status Printed	Trinity Journal (000396/1)
00078794		24/25 Advertising Expenses				01. 0000. 0. 8600. 7200. 5810. 825. .	
						368.00	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/1/2024, Ending Check Date = 8/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = , Sort/Group 2 =)

Payment Id		Comment							
Check #	5251210	01	08/21/2024	Check Amt	19,738.53	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)	
045395			N. Bradford Therapy Notes Psych Services					01. 6500. 0. 5001. 3120. 4300. 826. . 650	119.00
070912			R. Jackson QTH Domain Renewal TCOE					01. 0000. 0. 0000. 2420. 5800. 825. .	26.44
135560			K. Arnold Books					01. 0000. 0. 0000. 7200. 4400. 825. .	945.52
148272			T. Nordstrom Leadership Summit Meal					01. 0000. 0. 8600. 2700. 4300. 825. 1300.	47.68
150363			F. Robles Audible Subscription					01. 0000. 0. 0000. 7100. 4300. 825. .	14.95
171485			C. Crockett CASBO Acct Code Structure Training					01. 0000. 0. 0000. 7200. 5200. 825. .	365.00
266531			K. Arnold Exec Asst to CEO Training					01. 0000. 0. 0000. 7200. 5800. 825. .	150.00
288247			J. Morris Coalilition Adequate Sch Housing Conf					01. 0000. 0. 0000. 7200. 5200. 825. .	1,160.00
300346			K. Arnold Staff Birthday Cards					01. 0000. 0. 0000. 7200. 4300. 825. .	20.38
322163			K. Arnold T-Shirts All Call					01. 0000. 0. 8600. 2100. 4300. 825. 2553.	53.63
335852			C. Blanchard Local Allocation Policy SSC Training					01. 0000. 0. 0000. 7200. 5200. 825. .	275.00
369496			F. Robles Mt Shasta Leadership Summit Resort					01. 0000. 0. 8600. 2700. 5200. 825. 1300.	544.12
425334			J. Tyner MHS Protocols					01. 9663. 0. 8600. 3130. 4300. 825. .	2,063.70
448692			K. Arnold Leadership Summit Backpacks					01. 0000. 0. 8600. 2700. 4300. 825. 1300.	1,589.97
515316			Challenge Coins TCOE Employee Recognition					01. 0000. 0. 0000. 7200. 4300. 825. .	187.69
605550			24/25 FYS Wireless Service					01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099	50.38
679467			T. Nordstrom Office Depot					01. 0000. 0. 0000. 7200. 4300. 825. .	9.11
687823			K. Arnold Amazon Banner for Meetings					01. 0000. 0. 0000. 7200. 4300. 825. .	91.15
728042			K. Arnold Gas Leadership Summit Travel					01. 0043. 0. 0000. 8100. 4300. 825. .	66.66
783443			Leadership Summit Hotel Rooms Attendees					01. 0000. 0. 8600. 2700. 5200. 825. 1300.	11,345.30
808344			R. Jackson QTH					01. 0000. 0. 0000. 2420. 5800. 825. .	26.44
828682			J. Morris Coalition Adequate Sch Housing Airfare					01. 0000. 0. 0000. 7200. 5200. 825. .	517.96
LDAWSONDENTALAUG2024			L. Dawson Retiree H&W Physicans Mutual					01. 0000. 0. 0000. 7200. 3702. 825. .	68.45
Check #	5251211	01	08/21/2024	Check Amt	692.09	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
428158			24/25 NAPA Auto Parts					01. 0043. 0. 0000. 8100. 4300. 825. .	432.70
428208			24/25 NAPA Auto Parts					01. 0043. 0. 0000. 8100. 4300. 825. .	259.39
Check #	5251212	01	08/21/2024	Check Amt	530.15	Status	Printed	Wilgus Fire Control, Inc (000994/1)	
2060082024			Extinguisher Service					01. 0000. 0. 0000. 8100. 5800. 825. .	530.15
* Break in sequence									
Check #	5251372	01	08/28/2024	Check Amt	1,500.00	Status	Printed	Jonathan Castellanos (Jonathan Ca - Payee)	
JCASTELLANOSCTG2024			J. Castellanos CSTG Reimbursement					01. 7311. 0. 1110. 1000. 4300. 825. .	1,500.00
Check #	5251373	01	08/28/2024	Check Amt	159.50	Status	Printed	Robles, Fabio (000386 - Emp)	
FROBLESDIEMMTSHASTA			F. Robles Per Diem Mt Shasta Leadership 2024					01. 0000. 0. 8600. 2700. 5200. 825. 1300.	159.50
Check #	5251374	01	08/28/2024	Check Amt	579.00	Status	Printed	Nordstrom, Timothy M (000400 - Emp)	
TNORDSTROMCISCPDIEM			T. Nordstrom CISC Per Diem Adv					01. 0000. 0. 8600. 2100. 5200. 825. .	161.75
TNORDSTROMMSCSPDIEM			T. Nordstrom MSCS Grant Conference Per Diem Adv					01. 0000. 0. 8600. 2100. 5200. 825. .	189.75
TNORDSTROMNCELCDIEM			T. Nordstrom Nor Cal ELC Per Diem Adv					01. 0000. 0. 8600. 2100. 5200. 825. .	106.75
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/1/2024, Ending Check Date = 8/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = , Sort/Group 2 =)								ERP for California

Payment Id		Comment					
Check #	5251374	01	08/28/2024	Check Amt	579.00	Status Printed	Nordstrom, Timothy M (000400 - Emp) - continued
	TNORDSTROMSRTACDIEM		T. Nordstrom SRTAC Per Diem			01. 0000. 0. 8600. 2100. 5200. 825. .	120.75
Check #	5251375	01	08/28/2024	Check Amt	85.00	Status Printed	Rebello, Stephanie S (000421 - Emp)
	SREBELOFOODHANDLERS		S. Rebello Food Handler's Cert for CCESD			01. 0000. 0. 0000. 7200. 5890. 825. .	85.00
Check #	5251376	01	08/28/2024	Check Amt	109.88	Status Printed	Canale, Stephen J (000425 - Emp)
	TCOEBOEMILEAUG2024		TCOE BOE Mileage			01. 0000. 0. 0000. 7110. 5200. 825. .	109.88
Check #	5251377	01	08/28/2024	Check Amt	50.92	Status Printed	Spencer, Randy D (000443 - Emp)
	TCOEBOEMILEAUG2024		TCOE BOE Mileage			01. 0000. 0. 0000. 7110. 5200. 825. .	50.92
Check #	5251378	01	08/28/2024	Check Amt	5,673.77	Status Printed	ACSA ATTN: Member Services (000008/2)
	AREBELOACSA2425		24/25 ACSA Membership - Rebello			01. 0000. 0. 0000. 2150. 5300. 825. .	1,459.43
	FROBLESACSA2425		24/25 ACSA Membership - Robles			01. 0000. 0. 0000. 2150. 5300. 825. .	1,630.28
	JTYNERACSA2425		24/25 ACSA Membership - Tyner			01. 0000. 0. 0000. 7200. 5300. 825. .	1,200.50
	TNORDSTROMACSA2425		24/25 ACSA Membership - Nordstrom			01. 0000. 0. 0000. 2150. 5300. 825. .	1,383.56
Check #	5251379	01	08/28/2024	Check Amt	210.00	Status Printed	Agile Occupational Medicine (001455/1)
	EM026584		New Hire Drug Screen - Ganas, Keyes, Senter			01. 0000. 0. 0000. 7200. 5890. 825. .	210.00
Check #	5251380	01	08/28/2024	Check Amt	114.48	Status Printed	Amazon Capital Services, Inc (001252/1)
	17JV-1J74-4J6F		Health Services Office Supplies			01. 0000. 0. 8600. 3140. 4300. 825. .	62.64
	1G9N-DKYT-H37L		9x12 Clasp Envelopes, Pilot Pens			01. 0000. 0. 0000. 7200. 4300. 825. .	51.84
Check #	5251381	01	08/28/2024	Check Amt	48.40	Status Printed	AT&T (000030/4)
	0517865016001AUG24		23-24 AT&T Computer Line			01. 0000. 0. 0000. 8100. 5920. 825. .	48.40
Check #	5251382	01	08/28/2024	Check Amt	225.00	Status Printed	Breslin Occupational Service (001406/1)
	295		24/25 OT Services			01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651	225.00
Check #	5251383	12	08/28/2024	Check Amt	3,059.50	Status Printed	Douglas City School (000125/1)
	INV24-00024		UPK Stipend, Costs Bethany Cantrell			12. 6057. 0. 0001. 2150. 5800. 825. .	3,059.50
Check #	5251384	01	08/28/2024	Check Amt	205.15	Status Printed	Fastenal Company (000137/2)
	CARE186289		24/25 Maintenance Supplies			01. 0000. 0. 0000. 8100. 4300. 825. .	205.15
Check #	5251385	01	08/28/2024	Check Amt	569.55	Status Printed	Connection (001390/2)
	75606492		Chromebook 14 G7 Celeron N4500 / 4GB, User License			01. 0000. 0. 0000. 2420. 4400. 825. .	55.25
						01. 0000. 0. 0000. 2420. 5800. 825. .	7.00
						01. 0000. 0. 0000. 7200. 5890. 825. .	.89
	75609164		Chromebook 14 G7 Celeron N4500 / 4GB, User License			01. 0000. 0. 0000. 2420. 4400. 825. .	443.16
						01. 0000. 0. 0000. 2420. 5800. 825. .	56.14
						01. 0000. 0. 0000. 7200. 5890. 825. .	7.11
Check #	5251386	01	08/28/2024	Check Amt	85.14	Status Printed	Lingo (001302/1)
	34083852		23/24 Long Distance Services			01. 0000. 0. 0000. 8100. 5920. 825. .	85.14

Payment Id		Comment					
Check #	5251387	01	08/28/2024	Check Amt	24.79	Status Printed	Mendes Supply Co. (000233/1)
R074001 00 00		24/25 Maintenance Supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		24.79	
Check #	5251388	01	08/28/2024	Check Amt	798.04	Status Printed	Modoc County Office Of Ed (000241/1)
AR25-00080		Region 2 Leadership Symposium 2024		01. 0000. 0. 8600. 7200. 5200. 825. .		798.04	
Check #	5251389	01	08/28/2024	Check Amt	110.34	Status Printed	Plotzke Ace Hardware (000280/1)
404065		24/25 maintenance supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		76.10	
404066		24/25 maintenance supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		17.14	
404107		24/25 maintenance supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		17.10	
Check #	5251390	01	08/28/2024	Check Amt	4,667.17	Status Printed	Schoolyard Communications (000683/1)
24-161104		24/25 Parent Rights Handbooks		01. 0000. 0. 8600. 7200. 4300. 825. .		4,667.17	
Check #	5251391	01	08/28/2024	Check Amt	18,200.00	Status Printed	Shasta Union High School Dist (000327/1)
AR25-00052		24/25 IT Management and Technology Support		01. 0000. 0. 0000. 2420. 5800. 825. .		18,200.00	
Check #	5251392	01	08/28/2024	Check Amt	2,654.06	Status Printed	SHI (001200/2)
B18740952		Adobe Acrobat Licenses		01. 0000. 0. 0000. 2420. 5800. 825. .		342.96	
				01. 0000. 0. 8600. 2420. 5800. 825. .		2,311.10	
Check #	5251393	01	08/28/2024	Check Amt	633.00	Status Printed	State Of Cal Dept Of Justice (000353/1)
751874		24/25 Fingerprint Fees		01. 0000. 0. 8600. 7200. 5840. 825. .		633.00	
Check #	5251394	01	08/28/2024	Check Amt	4,536.36	Status Printed	Shasta-Trinity Schools Den (000329/3)
TCOESEP2024STSIG-D		TCOE Sep 2024 Dental Premiums		01. 9580. . . .		4,536.36	
Check #	5251395	01	08/28/2024	Check Amt	55,860.00	Status Printed	Shasta-Trinity Schools Med (000330/3)
TCOESEP2024STSIG-M		TCOE Sep 2024 STSIG Medical Premiums		01. 9580. . . .		55,860.00	
Check #	5251396	01	08/28/2024	Check Amt	1,506.60	Status Printed	Shasta-Trinity Schools Vis (000331/3)
TCOESEP2024STSIG-V		TCOE Sep 2024 STSIG Vision Premiums		01. 9580. . . .		1,506.60	
Check #	5251397	01	08/28/2024	Check Amt	823.04	Status Printed	Trinity PUD (000399/2)
16243JUL2024		24/25 monthly electricity		01. 0000. 0. 0000. 8100. 5510. 825. .		649.15	
16244JUL2024		24/25 monthly electricity		01. 0000. 0. 0000. 8100. 5510. 825. .		173.89	

Number of Items

84

238,155.90

2025 FUND-OBJ Expense Summary

01-3501	53.10
01-3702	207.25
01-4300	17,020.39
01-4400	16,662.30
01-5200	20,423.67

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 8/1/2024, Ending Check Date = 8/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = , Sort/Group 2 =)

2025 FUND-OBJ Expense Summary (continued)

01-5300	14,073.77	
01-5510	984.06	
01-5550	352.50	
01-5560	65.43	
01-5800	47,503.02	
01-5810	368.00	
01-5820	13,191.69	
01-5840	795.00	
01-5890	506.00	
01-5920	5,222.44	
01-6400	30,205.59	
01-9110*		233,596.40-
01-9510*	4,059.23	
01-9580	61,902.96	
Totals for Fund 01	233,596.40	233,596.40-
12-9110*		3,059.50-
12-9510*	3,059.50	
Totals for Fund 12	3,059.50	3,059.50-
14-5800	1,500.00	
14-9110*		1,500.00-
Totals for Fund 14	1,500.00	1,500.00-
	238,155.90	238,155.90-

2024 FUND-OBJ Summary

01-4300	98.52	
01-5200	160.80	
01-5550	30.80	
01-5840	285.00	
01-5850	3,274.11	
01-5890	210.00	
01-9500*		4,059.23-
Totals for Fund 01	4,059.23	4,059.23-
12-5800	3,059.50	

2024 FUND-OBJ Summary (continued)

12-9500*		3,059.50-
Totals for Fund 12	3,059.50	3,059.50-
Total for Fiscal Year 2024	7,118.73	7,118.73-
01-3501	53.10	
01-3702	207.25	
01-4300	17,020.39	
01-4400	16,662.30	
01-5200	20,423.67	
01-5300	14,073.77	
01-5510	984.06	
01-5550	352.50	
01-5560	65.43	
01-5800	47,503.02	
01-5810	368.00	
01-5820	13,191.69	
01-5840	795.00	
01-5890	506.00	
01-5920	5,222.44	
01-6400	30,205.59	
01-9110*		233,596.40-
01-9510*	4,059.23	
01-9580	61,902.96	
Totals for Fund 01	233,596.40	233,596.40-
12-9110*		3,059.50-
12-9510*	3,059.50	
Totals for Fund 12	3,059.50	3,059.50-
14-5800	1,500.00	
14-9110*		1,500.00-
Totals for Fund 14	1,500.00	1,500.00-
Total for Fiscal Year 2025	238,155.90	238,155.90-
	245,274.63	245,274.63-

* denotes System Generated entry

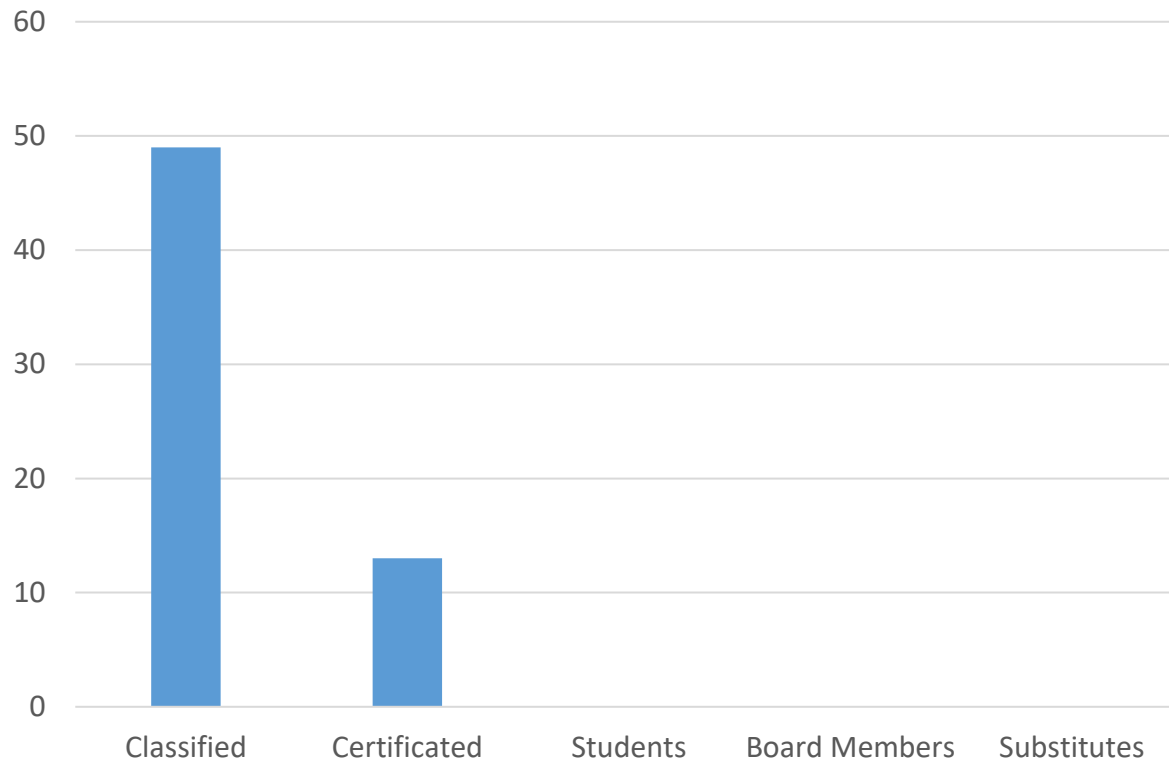
Net change to Cash 9110

238,155.90- Credit

Number of Items	84	238,155.90	Totals for Org 309 - Trinity County Office of Education
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Trinity County Office of Education

8/1/2024 - 8/31/2024



Employee Salaries= \$373,346.52

District Liabilities= \$155,124.39

Total Payroll= \$528,470.91

County Board Policy 0410: Nondiscrimination In County Office Programs And Activities

Status: ADOPTED

Original Adopted Date: 01/01/2019 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

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

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 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 many of the foregoing characteristics and on 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; 34 CFR 106.1-106.82, as amended by 89 Fed. Reg. 33474) prohibits discrimination on the basis of sex, including sex stereotypes; sex characteristics; gender; gender identity; sexual orientation; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital and family 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.

Education Code 260 and 5 CCR 4900-4965 require the County Board to monitor 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 (USDOE), and the California Department of Education (CDE) may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4670.

OCR's May 2024 Dear Colleague Letter, "Protecting Students from Discrimination, such as Harassment, Based on Race, Color, or National Origin, Including Shared Ancestry or Ethnic Characteristics," which expands and clarifies USDOE's 2023, "Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools," provides that Title VI's protections from race, color, and national origin discrimination extends to students who experience discrimination based on actual or perceived (1) shared ancestry or ethnic characteristics, or (2) citizenship or residency in a country with a dominant religion or distinct religious identity. While Title VI does not protect individuals based solely on religious discrimination, it does apply to antisemitism and other forms of discrimination when based on shared ancestry or ethnic characteristics. The guidance includes clarifying examples regarding existing legal requirements under Title VI.

Additionally, OCR's November 2023 Dear Colleague Letter, "Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics," 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. The Dear Colleague Letter provides that 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 August 2023 Dear Colleague Letter, "Race and School Programming," states that a COE 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 COE's responsibility

not to discriminate against students applies to any of its programs or activities, whether directly or through contractual or other arrangements.

In addition to the prohibitions to discrimination described above, 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, reproductive health decisionmaking, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, or gender expression.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the County Board of Education and the County Superintendent of Schools in enacting policies and procedures that govern the county office of education (COE).

The County Board is committed to providing equal opportunity for all individuals in COE programs and activities. COE 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; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family or marital status; reproductive health decisionmaking; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; 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 mandates that COEs adopt policy consistent with the California Attorney General's model policy 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." 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 prohibits COEs 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.

All individuals shall be treated equitably in the receipt of services in COE programs and activities. Personally identifiable information collected in the implementation of any COE 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 that program, except when the County Board or, when applicable, the County Superintendent authorizes its use for another purpose in accordance with law. Resources and data collected by the COE shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above.

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination for the County 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 County 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 County Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives. Any County Board action to ban or censor a textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction on any of the bases described above may constitute unlawful discrimination under Education Code 220. In addition, pursuant to Education Code 244, as added by SB 153 (Ch. 38, Statutes of 2024), the County Board is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

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.

For more information regarding instructional materials adoption see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

COE 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 County Board or COE 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)

Additionally, 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 adopted by the County Board or COE if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

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 local practice.

COE 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, students must be permitted 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 the gender as listed on the student's educational records.

Additionally, Title IX, 34 CFR 106.31, as amended by 89 Fed. Reg. 33474, provides that a COE (1) may not exclude a student from participation in, deny a student the benefits of, or otherwise subject a student to discrimination on the basis of sex in any education program or activity, (2) that in the limited circumstances in which different treatment or separation on the basis of sex is permitted, a COE may not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a student to more than de minimis harm, and (3) that preventing a student from participating in an education program or activity consistent with the student's gender identity would subject the student to more than de minimis harm on the basis of sex. In commentary accompanying the Final Rule, USDOE clarifies that Title IX protects students from sex discrimination, including sex-based harassment, when they access sex-separate facilities. This protection applies with equal force to all students, including transgender and nonbinary students, requiring COEs to provide access to sex-separate facilities, including bathrooms, in a manner that does not cause more than de minimis harm. USDOE intends to issue a separate final rule to address Title IX's application to sex-separate athletic teams which is governed by 34 CFR 106.41, rather than 34 CFR 106.31 as described above. See BP/E 5145.7 - Sex Discrimination and Sex-Based Harassment.

County boards with questions about the rights of transgender and gender-nonconforming students should consult CSBA's District and County Office of Education Legal Services or COE legal counsel as appropriate. For further information, see CSBA's, "Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools," and CSBA's Recently Asked Questions, "Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students."

Annually, COE facilities, programs, and activities shall be reviewed 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 COE programs and activities, including the use of facilities. Prompt and reasonable actions shall be taken to remove any identified barrier.

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, or Education Code 244, as added by SB 153, 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 COE'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 COE. See BP/E 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 106.11 and 106.44, as amended by 89 Fed. Reg. 33474, a COE with knowledge of alleged conduct, which occurs in a COE program or activity on or after August 1, 2024, that reasonably may constitute sex

discrimination under Title IX, including sex-based harassment, is required to follow Title IX grievance procedures when investigating and resolving a complaint based on the alleged conduct. As such a complaint may also fall within the complaint process as specified in BP/E 1312.3 - Uniform Complaint Procedures, for students, it is unclear whether COEs would additionally be required to follow the procedures specified in BP/E 1312.3 - Uniform Complaint Procedures. Due to this uncertainty, it is recommended that COEs consult CSBA's District and County Office of Education Legal Services or COE legal counsel prior to utilizing such a complaint process for this purpose.

Except for allegations of sex discrimination or sex-based harassment, allegations of unlawful discrimination in COE programs and activities shall be investigated and resolved in accordance with law, County Board policy on uniform complaint procedures, and related County Superintendent-approved procedures. Complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45.

CSBA NOTE: Many nondiscrimination laws and regulations contain a notification requirement. For example, pursuant to 34 CFR 104.8 and 106.8, a COE 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 COEs to post specified information relating to Title IX on their 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 106.8, students, parents/guardians, applicants for admission, and the public shall be notified about the County Board'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 COE. The notification shall also be posted on the COE's website and social media and in COE program sites and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

CSBA NOTE: Education Code 234.7 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 County 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 COEs 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 County Board'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, COE 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 COE need not make structural changes to existing facilities if other methods are effective and the COE 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 DOJ.

In addition, pursuant to 28 CFR 35.136, the COE must permit an individual with a disability to be accompanied by a service animal on COE premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a COE program or activity. County boards with questions about compliance with the

ADA should consult CSBA's District and County Office of Education Legal Services or COE legal counsel as appropriate.

COE 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 COE facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, a transition plan shall be developed that sets forth the steps for completing the changes.

CSBA NOTE: It is the responsibility of the County Superintendent to identify and make available to the public the name of the staff member designated as the ADA Coordinator.

The County Superintendent has designated the following ADA Coordinator to receive requests for accommodation and to receive and investigate complaints regarding access to COE facilities, programs, services and activities: (28 CFR 35.107)

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

CSBA NOTE: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires COEs 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 COE 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 COE 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, COEs are required to have a plan to meet these alternative format requirements.

In addition, Government Code 54953.2 requires that all County Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160, 36.303). The County Board 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 requires the County Board 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 websites be accessible to individuals with disabilities. In April 2024, the DOJ published updated regulations which include specific technical standards to ensure that content available through a COE's web and mobile applications are accessible to individuals with disabilities by April 26, 2027. For more information on website accessibility, see OCR's June 2010 and May 2011 Dear Colleague Letters, and DOJ's April 2024, "Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments."

The COE shall ensure that COE's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of COE services, programs, or activities. 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 COE websites, notetakers, written materials, taped text, and Braille or large-print materials.

Individuals with disabilities shall notify the ADA Coordinator if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a COE and school-sponsored functions, programs, or meetings.

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.

Federal References

20 USC 1400-1482
 20 USC 1681-1688
 20 USC 2301-2414
 20 USC 6311
 20 USC 6312
 28 CFR 35.101-35.190
 28 CFR 35.107
 28 CFR 35.136
 28 CFR 35.150-35.151
 28 CFR 35.160
 28 CFR 36.303
 29 USC 794
 34 CFR 100.1-100.13
 34 CFR 104.1-104.39
 34 CFR 106.1-106.82
 42 USC 12101-12213
 42 USC 2000d-2000d-7
 42 USC 2000e-2000e-17
 42 USC 2000h-2-2000h-6

Description

Individuals with Disabilities Education Act
 Title IX of the Education Amendments of 1972; discrimination based on sex
 Strengthening Career and Technical Education for the 21st Century Act
 State plan
 Local educational agency plan
 Americans with Disabilities Act
 Designation of responsible employee and adoption of grievance procedures
 Service animals
 Program accessibility; facilities
 Effective communications
 Nondiscrimination on the basis of disability; public accommodations; auxiliary aids and services
 Rehabilitation Act of 1973, Section 504
 Nondiscrimination in federal programs; effectuating Title VI
 Section 504 of the Rehabilitation Act of 1973
 Discrimination on the basis of sex; effectuating Title IX
 Americans with Disabilities Act
 Title VI, Civil Rights Act of 1964
 Title VII, Civil Rights Act of 1964, as amended
 Title IX of the Civil Rights Act of 1964

Management Resources References

CA Department of Health Care Services
 Publication
 CA Department of Health Care Services
 Publication
 CA Office of the Attorney General Publication
 CA Office of the Attorney General Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 Federal Register
 U.S. Department of Education Publication

Description

[Policy and Procedures Letter No. 21-017R, December 2021](#)
[Policy and Procedures Letter No. 23-004, February 2023](#)
[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024](#)
[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](#)
[Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024](#)
[Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024](#)
[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024](#)
[Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students, Recently Asked Questions, August 2023](#)
[Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022](#)
[Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896](#)
[Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023](#)

Management Resources References

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

U.S. DOJ & DOE Civil Rights Joint Publication

U.S. DOJ, Civil Rights Division Publication

US Dept of Justice, Civil Rights Div. Publication

US Dept of Justice, Civil Rights Div. Publication

US Dept of Justice, Civil Rights Div. Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

World Wide Web Consortium Publication

Description

Dear Colleague Letter: Harassment and Bullying, October 2010

[Dear Colleague Letter: Protecting Students from Discrimination, such as Harassment, Based on Race, Color, or National Origin, Including Shared Ancestry or Ethnic Characteristics, May 2024](#)

[Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023](#)

[Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011](#)

[Supporting Transgender Youth in School, June 2021](#)

[Dear Colleague Letter: Race and School Programming, August 2023](#)

[Dear Colleague Letter: Electronic Book Readers, June 29, 2010](#)

[Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023](#)

[Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments, April 2024](#)

[Accessibility of State and Local Government Websites to People with Disabilities, February 2020](#)

Guidance on Web Accessibility and the ADA, March 2022

[2010 ADA Standards for Accessible Design, September 2010](#)

[World Wide Web Consortium, Web Accessibility Initiative](#)

[California Civil Rights Department](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act](#)

[U.S. Department of Education, Office for Civil Rights](#)

[Pacific ADA Center](#)

[CSBA](#)

[California Safe Schools Coalition](#)

[California Office of the Attorney General](#)

[California Department of Health Care Services](#)

[California Department of Education](#)

Web Content Accessibility Guidelines, December 2008

State References

5 CCR 4600-4670

5 CCR 4900-4965

Ed. Code 200-270

Ed. Code 48980

Ed. Code 48985

Ed. Code 51007

Ed. Code 51204.5

Ed. Code 51501

Ed. Code 60010

Description

Uniform complaint procedures

Nondiscrimination in elementary and secondary education programs

[Educational equity; prohibition of discrimination on the basis of sex](#)

Parent/Guardian notifications

Notices to parents in language other than English

Legislative intent; state policy

Social sciences instruction; contributions of specified groups

Nondiscriminatory subject matter

Instructional materials; definition

State References

Ed. Code 60040-60052
 Gov. Code 11000
 Gov. Code 11135
 Gov. Code 12900-12996
 Gov. Code 54953
 Gov. Code 54953.2
 Gov. Code 8310.3
 Pen. Code 422.55
 Pen. Code 422.6

Cross References

0430
 0430
 1312.3
 1312.3-E(1)
 1312.3-E(2)
 1312.3-E(3)
 1312.4
 1312.4
 1312.4-E(1)
 1312.4-E(2)
 3551
 3551
 3553
 3553
 3555
 3555-E(1)
 4161.8
 4261.8
 4361.8
 5131.2
 5131.2
 5145.3
 5145.3
 5145.7
 5145.7-E(1)
 6173
 6173
 6173-E(1)
 6173-E(2)

Description

Requirements for instructional materials
 Definitions
[Unlawful discrimination](#)
 Fair Employment and Housing Act
 Meetings; Americans with Disabilities Act accessibility
 Brown Act compliance with Americans with Disabilities Act
 California Religious Freedom Act
 Definition of hate crime
 Crimes, harassment

Description

[Comprehensive Local Plan For Special Education](#)
[Comprehensive Local Plan For Special Education](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Food Service Operations/Cafeteria Fund](#)
[Food Service Operations/Cafeteria Fund](#)
[Free And Reduced Price Meals](#)
[Free And Reduced Price Meals](#)
[Nutrition Program Compliance](#)
[Nutrition Program Compliance](#)
[Family Care And Medical Leave](#)
[Family Care And Medical Leave](#)
[Family Care And Medical Leave](#)
[Bullying](#)
[Bullying](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Education For Homeless Children](#)
[Education For Homeless Children](#)
[Education For Homeless Children](#)
[Education For Homeless Children](#)

Cross References

6173.1

6173.1

9150

9320

9322

Description[Education For Foster Youth](#)[Education For Foster Youth](#)[Student Board Members](#)[Meetings And Notices](#)[Agenda/Meeting Materials](#)

County Board Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 01/01/2021 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

CSBA NOTE: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates county offices of education (COEs) to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 mandates COEs 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 mandates COEs 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 COEs 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, COEs are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while COEs that receive federal financial assistance are mandated pursuant to 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of 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 COE programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written COE 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-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). Pursuant to 34 CFR 106.1-106.82, as amended by the 89 Fed. Reg. 33474, COEs are required to follow the Title IX grievance procedures when investigating and resolving Title IX sex discrimination complaints based on conduct that occurred on or after August 1, 2024. See BP/E 5145.7 - Sex Discrimination and Sex-Based Harassment. As such a complaint may also fall within the scope of the UCP, it is unclear whether COEs would additionally be required to follow the UCP. Due to this uncertainty, it is recommended that COEs consult CSBA's District and County Office of Education Legal Services or COE legal counsel prior to utilizing the UCP for this purpose.

For those COEs in which the County Board of Education does not hire and supervise the County Superintendent of Schools, CSBA recommends that the County Board and the County Superintendent work together for the adoption of this policy, since some of the programs it covers are subject to the independent statutory authority of both the County Board and the County Superintendent and, even for those programs that are primarily within the County Board's authority, implementation by the County Superintendent is likely to be necessary. In addition to this policy, it is recommended that procedures be maintained in an accompanying administrative regulation or exhibit. See the accompanying exhibit for sample language.

The County Board of Education recognizes that the county office of education (COE) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing its educational programs. The County Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the County Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and any related procedures approved by the County Superintendent of Schools.

Complaints Subject to UCP

CSBA NOTE: The FPM process includes a review of the COE's policies and procedures to determine whether all COE programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. According to CDE, the COE's policy must list all such programs and activities and, at the COE's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the COE.

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 COE'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)

CSBA NOTE: As noted above, it is unclear whether COEs are required to follow the UCP in addition to the Title IX grievance procedures when investigating and resolving a Title IX sex discrimination complaint based on conduct that occurred on or after August 1, 2024. As a result, Item #10 below does not list discrimination, harassment, intimidation, or bullying in COE programs and activities based on sex. It is recommended that COEs consult CSBA's District and County Office of Education Legal Services or COE legal counsel prior to including discrimination, harassment, intimidation, or bullying in COE programs and activities based on sex in Item #10. See Item #3 in the Non-UCP Complaint section.

10. Discrimination, harassment, intimidation, or bullying in COE 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, physical or mental disability, medical condition, or genetic information; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; 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 County 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 County 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 County Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives. Any County Board action to ban or censor a textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction on any of the bases described above may also constitute unlawful discrimination under Education Code 220. In addition, pursuant to Education Code 244, as added by SB 153 (Ch. 38, Statutes of 2024), the County Board is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, or Education Code 244, as added by SB 153, may be brought under the COE'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 COE. For information regarding complaints concerning an insufficiency of instructional materials, see 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.

For more information regarding instructional materials adoption, see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

Discrimination includes, but is not limited to, the County 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. Additionally, discrimination includes, but is not limited to, the County Board's adoption or approval of 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 if the use would subject a student to unlawful discrimination pursuant to Education Code 220. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the COE, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

The UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

CSBA NOTE: Pursuant to Education Code 51225.1 and 51225.2, as amended by AB 714 (Ch. 342, Statutes of 2023), exemptions from COE adopted graduation requirements, transfer of coursework and credit requirements, and specified consultation and notice requirements, formerly applicable to students in the third or fourth year of high school participating in a newcomer program, are applicable to "newcomer students," as defined in Education Code 51225.2, who are in the third or fourth year of high school.

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (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 site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)

CSBA NOTE: Pursuant to Education Code 8212 and CDE's 2023-24 FPM instrument, which is subject to change as the 2024-25 FPM instrument has not yet been released, the COE 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. See the section "Health and Safety Complaints in License-Exempt Preschool Programs" in the accompanying exhibit.

22. State preschool health and safety issues in license-exempt programs (Education Code 8212)

CSBA NOTE: 5 CCR 4621 mandates that COE policy ensure that complainants are protected from retaliation as specified in Item #23 below.

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

24. Any other state or federal educational program the SPI or designee deems appropriate

CSBA NOTE: 5 CCR 4631 authorizes the COE to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the COE should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances, 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.

The following optional paragraph provides for a neutral mediator and should be revised to reflect local practice.

The County 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 where there is a reasonable risk that a party to the mediation would feel compelled to participate. The use of ADR shall be consistent with federal, state, and local laws and regulations.

CSBA NOTE: The following paragraph is mandated pursuant to 5 CCR 4621. Since appropriate disclosure will vary in each case depending on the facts and circumstances, it is recommended that COEs consult CSBA's District and County Office of Education Legal Services or COE legal counsel.

All complainants shall be protected from retaliation, and the confidentiality of the parties shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the identity of the complainant, and/or the subject of the complaint if different from the complainant, shall remain 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 non-UCP allegation shall be referred to the appropriate staff or agency and the UCP-related allegation(s) shall be investigated, if appropriate, through the COE's UCP.

Training shall be provided to staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and any accompanying administrative regulation or exhibit.

CSBA NOTE: It is important to maintain records of all UCP complaints and the investigations of those complaints in order to demonstrate that the COE has complied with federal and state laws and its own policies and regulations.

Records of all UCP complaints and the investigations of those complaints are to be maintained in accordance with applicable law and County Superintendent policies and procedures.

Non-UCP Complaints

The following complaints shall not be subject to the COE'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 the Department of Social Services (5 CCR 4611)

CSBA NOTE: 34 CFR 106.2 and 106.10, as amended by 89 Fed. Reg. 33474, clarify that discrimination on the basis of sex for the purpose of Title IX includes discrimination on the basis of sex stereotypes; sex characteristics; sexual orientation; gender identity; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. While the phrases "gender" and "gender expression" are not explicitly included, they are implied by the definitions of those terms that are explicitly included.

3. Any complaint alleging that a student, while in an education program or activity, was subjected to conduct known to the COE that may reasonably constitute sex discrimination under Title IX, including sex-based harassment, as defined in 34 CFR 106.2

Discrimination on the basis of sex includes sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. Such a complaint shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45. (34 CFR 106.2, 106.10, 106.11, 106.44)

CSBA NOTE: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the COE 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.

However, pursuant to 34 CFR 106.1-106.82, as amended by 89 Fed. Reg. 33474, COEs are required to follow the Title IX grievance procedures when investigating and resolving employment complaints alleging sex discrimination based on conduct that occurred on or after August 1, 2024. As such a complaint may also fall within other complaint procedures used by the COE to address sex discrimination, it is unclear whether the COE would additionally be required to follow any such complaint procedures. Due to this uncertainty, it is recommended that COEs consult CSBA's District and County Office Education Legal Services or COE legal counsel prior to utilizing the procedures.

4. Except for complaints alleging sex discrimination, including sex-based harassment, any complaint alleging employment discrimination or harassment shall be referred to the County Superintendent for investigation using COE procedures, including the right to file the complaint with the California Civil Rights Department

Employment complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved as specified in 34 CFR 106.44 and 106.45.

CSBA NOTE: 5 CCR 4610 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 COE is subject, or a physical safety concern that interferes with the COE's provision of FAPE shall be submitted to the California Department of Education (CDE) (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the COE'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 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 COE's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)

CSBA NOTE: Education Code 35186 requires the COE 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 other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints.

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 Board Policy 1312.4 - Williams Uniform Complaint Procedures and applicable administrative regulations (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.

Federal References

20 USC 1221

20 USC 1681-1688

Description

Application of laws

Title IX of the Education Amendments of 1972; discrimination based on sex

Federal References

20 USC 6301-6576

20 USC 6801-7014

28 CFR 35.107

29 USC 794

34 CFR 100.3

34 CFR 104.7

34 CFR 106.1-106.82

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.8

34 CFR 110.25

34 CFR 99.1-99.67

42 USC 11431-11435

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000h-2-2000h-6

42 USC 6101-6107

Description

Title I Improving the Academic Achievement of the Disadvantaged

Title III language instruction for limited English proficient and immigrant students

Designation of responsible employee and adoption of grievance procedures

Rehabilitation Act of 1973, Section 504

Prohibition of discrimination on basis of race, color or national origin

Designation of responsible employee for Section 504

Nondiscrimination on the basis of sex in education programs

Definitions

Response to notice of sexual harassment

Title IX sexual harassment complaint procedures

Designation of responsible employee and adoption of grievance procedures

Prohibition of discrimination based on age

Family Educational Rights and Privacy Act

McKinney-Vento Homeless Assistance Act

Americans with Disabilities Act

Title VI and Title VII Civil Rights Act of 1964, as amended

Title IX of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Management Resources References

CA Office of the Attorney General Publication

California Department of Education Publication

California Department of Education Publication

CSBA Publication

CSBA Publication

CSBA Publication

Federal Register

U.S. DOE, Office for Civil Rights Publication

U.S. DOJ Publication

Website

Website

Website

Website

Website

Description[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024](#)

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

[Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024](#)[Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024](#)[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024](#)[Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896](#)

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007

[Student Privacy Policy Office](#)[U.S. Department of Justice](#)[U.S. Department of Education, Office for Civil Rights](#)[U.S. Department of Agriculture](#)[CSBA](#)

Management Resources References

Website

Website

Website

Description

[California Department of Social Services](#)

[California Department of Fair Employment and Housing](#)

[California Department of Education](#)

State References

2 CCR 11023

5 CCR 15580-15584

5 CCR 3200-3205

5 CCR 4600-4670

5 CCR 4680-4687

5 CCR 4690-4694

5 CCR 4900-4965

Ed. Code 18100-18203

Ed. Code 200-270

Ed. Code 32280-32289.5

Ed. Code 35186

Ed. Code 46015

Ed. Code 48645.7

Ed. Code 48853-48853.5

Ed. Code 48900.5

Ed. Code 48985

Ed. Code 49010-49014

Ed. Code 49060-49079

Ed. Code 49069.5

Ed. Code 49490-49590

Ed. Code 49701

Ed. Code 51204.5

Ed. Code 51210

Ed. Code 51223

Ed. Code 51225.1-51225.2

Ed. Code 51226-51226.1

Ed. Code 51228.1-51228.3

Ed. Code 51501

Ed. Code 52059.5

Ed. Code 52060-52077

Ed. Code 52075

Ed. Code 52300-52462

Ed. Code 52500-52617

Ed. Code 54400-54425

Description

[Harassment and discrimination prevention and correction](#)

Child nutrition programs complaint procedures

Special education compliance complaints

Uniform complaint procedures

Williams uniform complaint procedures

Complaints regarding health and safety issues in license-exempt preschool programs

Nondiscrimination in elementary and secondary education programs

School libraries

[Educational equity; prohibition of discrimination on the basis of sex](#)

School safety plans

Williams uniform complaint procedures

Accommodations for pregnant and parenting students; parental leave

Juvenile court schools

Foster youth

Suspension; other means of correction

Notices to parents in language other than English

Student fees

Student records

Records of foster youth

Child nutrition programs

Interstate Compact on Educational Opportunity for Military Children

Social sciences instruction; contributions of specified groups

Courses of study grades 1-6

Physical education, elementary schools

Exemption from local graduation requirements; acceptance of coursework

Career technical education

Course periods without educational content

Nondiscriminatory subject matter

Statewide system of support

Local control and accountability plan

Complaint for lack of compliance with local control and accountability plan requirements

Career technical education

Adult schools

Compensatory education programs

State References

Ed. Code 54440-54445
 Ed. Code 54460-54529
 Ed. Code 59000-59300
 Ed. Code 60010
 Ed. Code 60040-60052
 Ed. Code 64000-64001
 Ed. Code 65000-65001
 Ed. Code 8200-8498
 Ed. Code 8500-8538
 Gov. Code 11135
 Gov. Code 12900-12996
 H&S Code 1596.792
 H&S Code 1596.7925
 Pen. Code 422.55
 Pen. Code 422.6

Cross References

0410
 0420.41
 0420.41-E(1)
 0460
 0460
 1312.4
 1312.4
 1312.4-E(1)
 1312.4-E(2)
 5131.2
 5131.2
 5145.3
 5145.3
 5145.7
 5145.7-E(1)
 5145.71-E(1)
 5145.71-E(2)
 6173.1
 6173.1
 9012
 9124
 9321

Description

Migrant education
 Compensatory education programs
 Special schools and centers
 Instructional materials; definition
 Requirements for instructional materials
 Consolidated application process; school plan for student achievement
 School site councils
 Child care and development programs
 Adult basic education
[Unlawful discrimination](#)
 Fair Employment and Housing Act
 California Child Day Care Act; general provisions and definitions
 California Child Day Care Act; health and safety regulations
 Definition of hate crime
 Crimes, harassment

Description

[Nondiscrimination In County Office Programs And Activities](#)
[Oversight Of County Charter Schools](#)
[Oversight Of County Charter Schools](#)
[Local Control And Accountability Plan](#)
[Local Control And Accountability Plan](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Bullying](#)
[Bullying](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)
[Education For Foster Youth](#)
[Education For Foster Youth](#)
[Board Member Electronic Communications](#)
[Attorney](#)
[Closed Session](#)

Cross References

9321-E(1)

9321-E(2)

Description[Closed Session](#)[Closed Session](#)

Exhibit 1312.3-E(1): Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 12/01/2021 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

CSBA NOTE: The following exhibit presents sample procedures for use by the County Superintendent of Schools to complement and/or implement the accompanying County Board of Education policy. It is recommended that any County Superintendent intending to adopt this sample exhibit for use in the county office of education (COE) do so in cooperation with the County Board. This exhibit may be revised to reflect local practice and may be adopted as an administrative regulation, County Superintendent regulation, or COE regulation according to local practice.

5 CCR 4621 mandates that the COE uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 mandates county superintendents 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 mandates COEs 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 COEs to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination, harassment, intimidation, or bullying. For example, all COEs are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while COEs that receive federal financial assistance are mandated pursuant to 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a COE'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 County 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 County 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 County Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives. Any County Board action to ban or censor a textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction on any of the bases described above may also constitute unlawful discrimination under Education Code 220. In addition, pursuant to Education Code 244, as added by SB 153 (Ch. 38, Statutes of 2024), the County Board is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, or Education Code 244, as added by SB 153, may be brought under the COE'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 COE. For more information regarding complaints concerning the sufficiency of instructional materials, see 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, students experiencing homelessness, former juvenile court school students, children of military families, students who are migratory, and, as amended by AB 714 (Ch. 342, Statutes of 2023), newcomer students as defined in Education Code 51225.2 who are in the third or fourth year of high school; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying County Board policy.

For a complaint which is based on allegations part of which fall under UCP and part of which fall outside of UCP, COEs may need to initiate two separate investigations: one to investigate the allegations that fall under UCP and

the other to investigate the allegations that fall outside of UCP.

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

Compliance Officers

CSBA NOTE: 5 CCR 4621 mandates the COE 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, CDE staff will check to ensure that the COE's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. COEs may identify the specific title(s) of the compliance officer(s) in the space provided below. If a COE identifies multiple compliance officers, it is recommended that one be designated the lead compliance officer.

The following paragraph specifies that the compliance officer be the same person designated to serve as the COE's Title IX Coordinator for addressing complaints of sex discrimination and sex-based harassment. COEs may modify this regulation to designate different COE employees to serve these functions.

The COE 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) for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying.

(title or position)

(unit or office)

(address)

(telephone number)

(email)

CSBA NOTE: The following paragraph is for use by COEs 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 that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the County Superintendent of Schools or designee who shall determine how the complaint will be investigated.

CSBA NOTE: 5 CCR 4621 mandates that the COE's policy require 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.

Employees assigned to investigate and resolve complaints shall have training in and be 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 County 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, they shall be implemented and remain in place until it is determined that they are no longer necessary or

until the COE issues its final written decision, whichever occurs first.

Notifications

The COE's UCP policy and processes shall be posted in all COE 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 COE's policy contains a statement ensuring annual dissemination of notice of the COE's UCP to the persons specified below.

In addition, the County Superintendent or designee shall annually provide written notification of the COE's UCP to students, employees, parents/guardians of COE students, COE school 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 COE 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 website. It is the COE's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the COE 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 "Complaints Subject to UCP" in the accompanying County 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 COE'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 COE will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the COE, students who are migratory, and newcomer students 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 COE'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 County Board policy, the complainant has a right to appeal the COE's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the COE's decision, within 30 calendar days of receiving the COE'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 COE's UCP are available free of charge

CSBA NOTE: The following paragraph may be modified to reflect local practice. Pursuant to Education Code 221.61, a COE and COE school are required to post information related to Title IX on their websites, including specified information about complaint procedures under Title IX; see BP 5145.3 - Nondiscrimination/Harassment. A school that does not maintain a website may comply by posting the information on the website of the COE; however, a school or COE is not required to establish a 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 221.61 and 34 CFR 106.8 shall be posted on the COE and COE school websites, published in handbooks, catalogs, announcements, bulletins, and application forms, and may be provided through COE-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 COEs 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, COEs 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.

All students and parents/guardians, including students and parents/guardians with limited English proficiency, shall have access to the relevant information provided in the COE's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular COE school speak a single primary language other than English, the COE'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 COE shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

CSBA NOTE: Complaints filed under the 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 site administrator, or site or program administrator. See BP 5145.7 - Sex Discrimination and Sex-Based Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. The COE 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 the COE 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, except for those that allege sex discrimination, including sex-based harassment, 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, COE staff shall assist in the filing of the complaint. (5 CCR 4600; 34 CFR 106.2)

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

1. A complaint alleging COE violation of applicable state or federal law or regulations governing the programs

specified in the accompanying County Board policy may be filed by any individual, public agency, or organization (5 CCR 4600)

CSBA NOTE: Education Code 49013 and 52075 mandate COEs to adopt procedures that allow for anonymous complaints to be filed when a COE 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 site administrator of the school or with the County 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 SPI, the reviewing authority for COEs, approves the COE'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 (5 CCR 4630)

For complaints related to the LCAP, the date of the alleged violation is the date when the Superintendent of Public Instruction (SPI) approves the LCAP that was adopted by the County Board of Education. (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 (5 CCR 4630)

The time for filing may be extended for up to 90 days by the County 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: COEs should consult CSBA's District and County Office of Education Legal Services or COE legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, as this may affect the COE's ability to conduct a thorough investigation or provide supportive measures to the victim.

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 COE's ability to investigate the conduct or take other necessary action

When honoring a request for confidentiality, the COE 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 COEs that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution (ADR) procedures such as mediation; see the accompanying County Board policy. The following section may be modified to specify the ADR method and timelines used within the COE.

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 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 COE'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 COE shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the COE shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

CSBA NOTE: 5 CCR 4631, which requires the COE 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 local practice.

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 COE 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 COE 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 COE's policy or procedures, as specified below.

A complainant's refusal to provide the COE'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 COE 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 COE's investigation report must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for COEs that do not allow complainants to appeal the compliance officer's decision to the County Board. Option 2 is for COEs that allow appeals to the County Board, and it requires the compliance officer's decision within 30 calendar days so that the County 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 County 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 local practice. When questions arise as to what rights to provide to a respondent, the COE should consult CSBA's District and County Office of Education Legal services or COE legal counsel accordingly.

Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the COE, the 60-day period specified in 5 CCR 4631 begins when the COE receives the complaint.

OPTION 1: (COEs that do not allow complainants to appeal to the County 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 COE's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

END OF OPTION 1

OPTION 2: (COEs that allow complainants to appeal to the County Board)

CSBA NOTE: The remainder of this section is for use by COEs 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 COE'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 County Board if the complaint is within the subject matter jurisdiction of the County Board, and with the County Superintendent for all other complaints.

If filed with the County Board, the County Board may consider the matter at its next regular County Board meeting or at a special County 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 County Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

For any complaint alleging unlawful discrimination, harassment, intimidation, 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 County Board if dissatisfied with the decision regarding a matter that is within the County Board's jurisdiction.

END OF OPTION 2

Investigation Report

CSBA NOTE: 5 CCR 4631 specifies components that are required to be part of the COE's investigation report. Inclusion of these items will help protect the COE's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the COE'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 COE is in compliance with the relevant law
3. Corrective action(s) whenever the COE 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 COE's investigation report to CDE, except when the COE 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 COE 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 COE disciplined the respondent (e.g., an order that the respondent stay away from the alleged victim), FPCO interprets FERPA as allowing the COE to disclose that information.

Given the potential liability from improperly disclosing such information, COEs are advised to consult with CSBA's District and County Office of Education Legal Service or COE legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the respondent.

In consultation with COE 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, so long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, 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 COE 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 COEs 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 COE'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, 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 COE'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

CSBA NOTE: The following section may be revised to reflect local 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 COE environment may include, but are not limited to, actions to reinforce COE policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

CSBA NOTE: Pursuant to Education Code 48900.5, as amended by AB 1165 (Ch. 22, Statutes of 2023), the COE 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; to have the perpetrator engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance; 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.

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, appropriate action shall be taken, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The COE 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 COE 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 COE, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the COE 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 Education Code 51222 and 51223, course periods without educational content pursuant to Education Code 51228.3, and the LCAP requirements pursuant to Education Code 52075. COEs that do not maintain elementary grades 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 COE 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 COE, 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 COE'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 COE'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 COE'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 COE failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the COE's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the COE's investigation report are not supported by substantial evidence
4. The legal conclusion in the COE's investigation report is inconsistent with the law
5. In a case in which the COE found noncompliance, the corrective actions fail to provide a proper remedy

CSBA NOTE: 5 CCR 4633 requires the COE to submit the following documents to CDE within 10 days after the COE has been notified that an appeal has been filed. The COE's failure to provide a timely and complete response may result in CDE ruling on the appeal without considering information from the COE.

Upon notification by CDE that the COE's investigation report has been appealed, the County 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 COE'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 COE's UCP
6. Other relevant information requested by CDE

If notified by CDE that the COE's investigation report failed to address allegation(s) raised by the complaint, the COE 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 COE or evidence uncovered after further investigation of the allegations that were the basis of the appeal, either party may request reconsideration by the 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 COE 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 COE wide 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 COEs that operate any license-exempt CSPP program. Education Code 8212 mandates COEs 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 COE 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.

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 COE 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 County Superintendent or designee may download and post a notice available from CDE's website. (Education Code 8212; 5 CCR 4691)

The COE'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 County Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the County 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 County 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 County 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 COEs 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 COE'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 County Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the COE's decision to the SPI in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

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

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, shall be reported to the County Board at a regularly scheduled County Board meeting. (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.

Federal References

Description

20 USC 1221	Application of laws
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	Designation of responsible employee and adoption of grievance procedures
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	Designation of responsible employee for Section 504
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Definitions
34 CFR 106.44	Response to notice of sexual harassment

Federal References

34 CFR 106.45
 34 CFR 106.8
 34 CFR 110.25
 34 CFR 99.1-99.67
 42 USC 11431-11435
 42 USC 12101-12213
 42 USC 2000d-2000d-7
 42 USC 2000h-2-2000h-6
 42 USC 6101-6107

Description

Title IX sexual harassment complaint procedures
 Designation of responsible employee and adoption of grievance procedures
 Prohibition of discrimination based on age
 Family Educational Rights and Privacy Act
 McKinney-Vento Homeless Assistance Act
 Americans with Disabilities Act
 Title VI and Title VII Civil Rights Act of 1964, as amended
 Title IX of the Civil Rights Act of 1964
 Age Discrimination Act of 1975

Management Resources References

CA Office of the Attorney General Publication
 California Department of Education Publication
 California Department of Education Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 Federal Register
 U.S. DOE, Office for Civil Rights Publication
 U.S. DOJ Publication
 Website
 Website
 Website
 Website
 Website
 Website
 Website
 Website

Description

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024](#)
 Uniform Complaint Procedure 2020-21 Program Instrument
 Sample UCP Board Policies and Procedures
[Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024](#)
[Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024](#)
[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024](#)
[Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896](#)
 Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
[Student Privacy Policy Office](#)
[U.S. Department of Justice](#)
[U.S. Department of Education, Office for Civil Rights](#)
[U.S. Department of Agriculture](#)
[CSBA](#)
[California Department of Social Services](#)
[California Department of Fair Employment and Housing](#)
[California Department of Education](#)

State References

2 CCR 11023
 5 CCR 15580-15584
 5 CCR 3200-3205
 5 CCR 4600-4670
 5 CCR 4680-4687

Description

[Harassment and discrimination prevention and correction](#)
 Child nutrition programs complaint procedures
 Special education compliance complaints
 Uniform complaint procedures
 Williams uniform complaint procedures

State References

5 CCR 4690-4694
5 CCR 4900-4965
Ed. Code 18100-18203
Ed. Code 200-270
Ed. Code 32280-32289.5
Ed. Code 35186
Ed. Code 46015
Ed. Code 48645.7
Ed. Code 48853-48853.5
Ed. Code 48900.5
Ed. Code 48985
Ed. Code 49010-49014
Ed. Code 49060-49079
Ed. Code 49069.5
Ed. Code 49490-49590
Ed. Code 49701
Ed. Code 51204.5
Ed. Code 51210
Ed. Code 51223
Ed. Code 51225.1-51225.2
Ed. Code 51226-51226.1
Ed. Code 51228.1-51228.3
Ed. Code 51501
Ed. Code 52059.5
Ed. Code 52060-52077

Ed. Code 52075

Ed. Code 52300-52462
Ed. Code 52500-52617
Ed. Code 54400-54425
Ed. Code 54440-54445
Ed. Code 54460-54529
Ed. Code 59000-59300
Ed. Code 60010
Ed. Code 60040-60052
Ed. Code 64000-64001
Ed. Code 65000-65001
Ed. Code 8200-8498
Ed. Code 8500-8538
Gov. Code 11135

Description

Complaints regarding health and safety issues in license-exempt preschool programs
Nondiscrimination in elementary and secondary education programs
School libraries
[Educational equity; prohibition of discrimination on the basis of sex](#)
School safety plans
Williams uniform complaint procedures
Accommodations for pregnant and parenting students; parental leave
Juvenile court schools
Foster youth
Suspension; other means of correction
Notices to parents in language other than English
Student fees
Student records
Records of foster youth
Child nutrition programs
Interstate Compact on Educational Opportunity for Military Children
Social sciences instruction; contributions of specified groups
Courses of study grades 1-6
Physical education, elementary schools
Exemption from local graduation requirements; acceptance of coursework
Career technical education
Course periods without educational content
Nondiscriminatory subject matter
Statewide system of support
Local control and accountability plan
Complaint for lack of compliance with local control and accountability plan requirements
Career technical education
Adult schools
Compensatory education programs
Migrant education
Compensatory education programs
Special schools and centers
Instructional materials; definition
Requirements for instructional materials
Consolidated application process; school plan for student achievement
School site councils
Child care and development programs
Adult basic education
[Unlawful discrimination](#)

State References

Gov. Code 12900-12996
H&S Code 1596.792
H&S Code 1596.7925
Pen. Code 422.55
Pen. Code 422.6

Cross References

0410
0420.41
0420.41-E(1)
0460
0460
1312.4
1312.4
1312.4-E(1)
1312.4-E(2)
5131.2
5131.2
5145.3
5145.3
5145.7
5145.7-E(1)
5145.71-E(1)
5145.71-E(2)
6173.1
6173.1
9012
9124
9321
9321-E(1)
9321-E(2)

Description

Fair Employment and Housing Act
California Child Day Care Act; general provisions and definitions
California Child Day Care Act; health and safety regulations
Definition of hate crime
Crimes, harassment

Description

[Nondiscrimination In County Office Programs And Activities](#)
[Oversight Of County Charter Schools](#)
[Oversight Of County Charter Schools](#)
[Local Control And Accountability Plan](#)
[Local Control And Accountability Plan](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Bullying](#)
[Bullying](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)
[Education For Foster Youth](#)
[Education For Foster Youth](#)
[Board Member Electronic Communications](#)
[Attorney](#)
[Closed Session](#)
[Closed Session](#)
[Closed Session](#)

County Office Regulation 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 03/01/2022 | Last Revised Date: 07/01/2024 | Last Reviewed Date: 07/01/2024

CSBA NOTE: For those County Offices of Education (COE) in which the County Board of Education does not hire and supervise the County Superintendent of Schools, CSBA recommends that the County Board and the County Superintendent work together for the adoption of this regulation, since some of the programs it covers are subject to the independent statutory authority of both the County Board and the County Superintendent. The following regulation presents sample procedures recommended for use by the County Superintendent of Schools to complement and/or implement County Office of Education policy. It is recommended that any County Superintendent intending to adopt this sample regulation for use in the COE do so in cooperation with the County Board. This regulation may be revised to reflect local practice and may be adopted as a regulation or for the COE's use as a County Superintendent Policy.

CSBA NOTE: The following mandated administrative regulation provides measures that may be implemented to comply with state and federal laws and regulations prohibiting unlawful discrimination at school or in school-sponsored or school-related activities, including discriminatory harassment, intimidation, and bullying, of any student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics. 34 CFR 106.2 and 106.10, as amended by 89 Fed. Reg. 33474, clarify that discrimination on the basis of sex for the purpose of Title IX includes discrimination on the basis of sex stereotypes; sex characteristics; sexual orientation; gender identity; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. Federal and state law also prohibit retaliation against those who engage in activity to protect civil rights.

5 CCR 4621 mandates each COE 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, including discriminatory harassment, intimidation, retaliation, or bullying. Additionally, 34 CFR 106.8 and other federal regulations mandate COEs that receive federal financial assistance to adopt procedures for the "prompt and equitable" resolution of student and employee discrimination complaints, including the designation of one or more responsible employees to ensure compliance with federal laws and regulations governing the COE's educational programs.

During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the COE's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. The U.S. Department of Education's Office for Civil Rights (OCR) is the agency responsible for the administrative enforcement of federal antidiscrimination laws and regulations in programs and activities that receive federal financial assistance from the department. In reviewing discrimination policies and procedures, OCR will examine whether a COE has identified the employee(s) responsible for coordinating compliance with federal civil rights laws, including the investigation of complaints.

The following paragraph identifies the employee(s) designated to coordinate the COE's efforts to comply with state and federal civil rights laws as the same person designated to ensure COE compliance, and receive, investigate and resolve discrimination complaints under E 1312.3 - Uniform Complaint Procedures. The County Superintendent may modify the following paragraph to designate different employees to serve these functions. Note also that more than one employee may be designated to coordinate compliance and/or receive and investigate complaints, although each employee designated as a coordinator/compliance officer must be properly trained.

34 CFR 106.8 requires that the employee designated to coordinate COE responsibilities under Title IX be referred to as the Title IX Coordinator. If the COE has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over those responsibilities and ensure the COE's consistent compliance with its responsibilities under Title IX. It is recommended that the Title IX Coordinator be the same person designated below and in E 1312.3 - Uniform Complaint Procedures. See E 5145.7 - Sexual Discrimination and Sex-Based Harassment.

The County Superintendent of Schools designates the individual(s) identified below as the Compliance Officer(s). The employee(s) is responsible for coordinating the efforts of the County Office of Education (COE) to comply with applicable state and federal civil rights laws and to answer inquiries regarding the COE's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in the COE's Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX

Coordinator as the responsible employee to handle complaints alleging unlawful sex discrimination and sex-based harassment, as permitted by law. The Coordinator/Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

(title or position)

(address)

(telephone number)

(email)

Measures to Prevent Discrimination

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

CSBA NOTE: As part of its responsibility to monitor the COE's compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, as amended by SB 153 (Ch. 38, Statutes of 2024), CDE is required to ensure that the COE prominently and conspicuously displays its nondiscrimination policies in all areas that are accessible to, and commonly frequented by, school site employees, students, and members of the public at each school site and COE office, including, but not limited to, in school office lobbies, staff lounges, student government meeting rooms, and on the COE's website.

In addition, federal regulations enforced by OCR require the COE to notify students, parents/guardians, and employees of its policies prohibiting discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.8 and 28 CFR 35.107), and age (34 CFR 110.25) and of related complaint procedures. For additional notification requirements specific to sex discrimination and sex-based harassment, see BP/E 5145.7 - Sex Discrimination and Sex-Based Harassment.

1. Publicize the COE's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through COE-supported communications

CSBA NOTE: Education Code 234.1, as amended by SB 153, and 234.6 requires a COE to post its nondiscrimination policies on its website as specified in Items #2 and #3 below. In addition to the policies specified in Item #2 below, if the COE has a policy in regard to the prevention and response to hate violence, that policy must also be posted, and the following item should be modified accordingly.

2. Post the COE's policies and procedures prohibiting discrimination, harassment, student sex-based harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the COE's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.1, 234.6)
3. Post the definition of sex discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the COE's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

CSBA NOTE: Education Code 221.61 requires COEs and public schools to post on their websites information related to Title IX (20 USC 1681-1688). Education Code 234.6 requires COEs to post the Title IX information required pursuant to 221.61 in a prominent location on the COE's website in a manner that is easily accessible to parents/guardians and students. Additionally, COEs are required to provide a link to the Title IX information included on CDE's website pursuant to Education Code 221.6, in the same manner. A comprehensive list of rights based on the federal regulations implementing Title IX can be found in Education Code 221.8.

4. Post in a prominent location on the COE's website in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex; sex characteristics; sexual orientation; gender; gender identity; pregnancy, childbirth, termination of pregnancy or

lactation, including related medical conditions or recovery; and parental, marital, and family status, including the following: (Education Code 221.6, 221.61, 234.6)

- a. The name and contact information of the COE's Title IX Coordinator, including the phone number and email address
- b. The rights of students and the public and the responsibilities of the COE under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on OCR's website
 - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. A link to the Title IX information included on the California Department of Education's (CDE) website

CSBA NOTE: Item #5 is for COEs that participate in the California Interscholastic Federation (CIF). In order to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, Education Code 33353, as amended by AB 1327 (Ch. 366, Statutes of 2023), requires a COE that participates in CIF to post on its website, by April 1, 2025, a standardized incident form developed by CDE, including information on how to submit a completed incident form to the COE. The COE is required to submit information related to any completed standardized incident form to CDE, if requested.

5. By April 1, 2025, post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the COE (Education Code 33353)

CSBA NOTE: Pursuant to Title IX and its implementing regulation 34 CFR 106.8, as amended by 89 Fed. Reg. 33474, COEs are required to provide a notice of nondiscrimination on the basis of sex, as specified below.

6. Post in a prominent location on the COE's website and include in each handbook, catalog, announcement, bulletin, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following: (34 CFR 106.8)
 - a. The COE does not discriminate on the basis of sex in any education program or activity that it operates
 - b. Inquiries about the application of Title IX may be referred to the COE's Title IX Coordinator and/or OCR
 - c. The name or title, office and email address, and telephone number of the COE's Title IX Coordinator
 - d. How to locate the COE's nondiscrimination policy and the COE's grievance procedures for Title IX complaints
 - e. How to report conduct that may constitute sex discrimination under Title IX
 - f. How to make a complaint of Title IX sex discrimination

If necessary due to the format or size of any publication specified above, the COE may include only the statement that the COE prohibits sex discrimination in any education program or activity that it operates, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the complete notice on the COE's website.

The COE shall not distribute a publication stating that the COE treats students, employees or applicants

differently on the basis of sex, unless such treatment is permitted by Title IX.

7. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5)

Such resources shall be posted in a prominent location on the COE's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

8. Provide to students a handbook that contains age-appropriate information that clearly describes the COE's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior
9. Annually notify all students and parents/guardians of the COE's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the COE's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the COE will address any individual student's interests and concerns in private.

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 COEs 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, limited-English-proficient (LEP) parents/guardians must be notified in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2003, "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 balancing four factors: (1) the number or proportion of LEP individuals likely to encounter or be served by 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 and costs. State law is more specific than federal law. Education Code 48985 requires translation of certain information and documents if 15 percent or more of K-12 students enrolled in the school speak a single primary language other than English.

10. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the COE's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand

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

11. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the COE's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them

Such training and information shall include details of guidelines the COE may use to provide a discrimination-free environment for all students.

CSBA NOTE: Item #12 applies to COEs that serve students in any of grades 7-12. Pursuant to Education Code 234.1, as amended by SB 153, a COE is required to provide certificated school employees serving students in any of grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) students, or related to the support of students who may face bias or bullying as specified below.

12. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning

(LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)

CSBA NOTE: Item #13 applies to COEs that serve students in any of grades 7-12. Starting in the 2025-26 school year through the 2029-2030 school year, Education Code 218.3, as added by AB 5 (Ch. 220, Statutes of 2023), requires a COE serving students in any of grades 7-12 to provide at least one hour of training annually to all teachers and certificated employees serving students in grades 7-12 which incorporates CDE's online training curriculum to support LGBTQ cultural competency. The COE is required to maintain records documenting the date that each employee completed the training and the name of the entity that provided the training.

13. For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3
14. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)

CSBA NOTE: Item #15 below may be revised to reflect local practice. In some situations, the COE may need to provide assistance to a student to protect the student from harassment or bullying. Each situation will need to be analyzed to determine the most appropriate course of action to meet the needs of the student, based on the circumstances involved.

15. At the beginning of each school year, inform each principal or designee of the COE's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights

Process for Initiating and Responding to Complaints

CSBA NOTE: Education Code 234.1 requires that COEs adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying. Such a process, which is required to be consistent with the uniform complaint procedures (UCP) specified in 5 CCR 4600-4670, must include the following: (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985. In addition, federal regulations require COEs to adopt procedures providing for the prompt and equitable resolution of complaints of discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25).

Students who feel that they have been subjected to unlawful discrimination described above or in COE policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

CSBA NOTE: The following paragraph related to employee reporting of unlawful discrimination should be revised to reflect the COE's timeline.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one work day, regardless of whether the alleged victim files a complaint.

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

CSBA NOTE: Though a formal complaint must be in writing pursuant to 5 CCR 4600, the COE's obligation to provide a safe school environment for its students overrides the need to comply with formalities. Thus, once the COE receives notice of an incident, whether verbally or in writing, it is good practice to begin the investigation of the report and to take steps to stop any prohibited conduct and address any effect on students. The following paragraph reflects such practice.

Pursuant to 34 CFR 106.11 and 106.44, as amended by 89 Fed. Reg. 33474, a COE with knowledge of alleged conduct, which occurs in a COE program or activity on or after August 1, 2024, that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, is required to follow Title IX grievance procedures when investigating and resolving a complaint based on the alleged conduct. As such a complaint may also fall within the scope of the UCP, it is unclear whether COEs would additionally be required to follow the UCP. Due to this uncertainty, COEs are advised to consult CSBA's District and County Office of Education Legal Services or COE legal counsel prior to utilizing the UCP for this purpose. For more information regarding the Title IX grievance procedures, see E(1) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to, or received by, the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance Officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with the COE's Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment the right to initiate the Title IX grievance procedures as specified in Exhibit 1 5145.71-- Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination involving the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the County Superintendent or designee who shall determine how the complaint will be investigated.

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.

Federal References

20 USC 1681-1688

28 CFR 35.107

29 USC 794

34 CFR 100.3

34 CFR 104.7

34 CFR 104.8

34 CFR 106.30

34 CFR 106.44-106.45

34 CFR 106.8

34 CFR 110.25

34 CFR 99.31

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000h-2-2000h-6

42 USC 6101-6107

Description

Title IX of the Education Amendments of 1972; discrimination based on sex

Designation of responsible employee and adoption of grievance procedures

Rehabilitation Act of 1973, Section 504

Prohibition of discrimination on basis of race, color or national origin

Designation of responsible employee for Section 504

Notice

Discrimination on the basis of sex; definitions

Grievance process for formal complaints of sexual harassment

Designation of responsible employee and adoption of grievance procedures

Prohibition of discrimination based on age

Disclosure of personally identifiable information

Americans with Disabilities Act

Title VI and Title VII Civil Rights Act of 1964, as amended

Title IX of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Management Resources References

CA Office of the Attorney General Publication

CA Office of the Attorney General Publication

Description

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024](#)

[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](#)

Management Resources References

Description

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	Flores v. Morgan Hill Unified School District (2003) 324 F.3d 1130
Court Decision	Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567
CSBA Publication	Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024
CSBA Publication	Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024
CSBA Publication	Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022
Federal Register	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896
U.S. Department of Education Publication	Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023
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
U.S. DOE Publication	Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Protecting Students from Discrimination, such as Harassment, Based on Race, Color, or National Origin, Including Shared Ancestry or Ethnic Characteristics, May 2024
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023
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
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
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023
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
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Harassment and Bullying, October 2010
U.S. DOJ & DOE Civil Rights Joint Publication	Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023
Website	U.S. Department of Justice, Civil Rights Division
Website	U.S. Department of Education, Office for Civil Rights
Website	First Amendment Center
Website	CSBA
Website	California Safe Schools Coalition

Management Resources References

Website

Website

Website

Description

[California Office of the Attorney General](#)

[California Interscholastic Federation](#)

[California Department of Education](#)

State References

5 CCR 432

5 CCR 4600-4670

5 CCR 4900-4965

Civ. Code 1714.1

Ed. Code 17585

Ed. Code 200-270

Ed. Code 33353

Ed. Code 35292.5

Ed. Code 48900.3

Ed. Code 48900.4

Ed. Code 48900.5

Ed. Code 48904

Ed. Code 48907

Ed. Code 48950

Ed. Code 48985

Ed. Code 49020-49023

Ed. Code 49060-49079

Ed. Code 51204.5

Ed. Code 51500

Ed. Code 51501

Ed. Code 60010

Ed. Code 60040-60052

Gov. Code 11135

Pen. Code 422.55

Pen. Code 422.6

Description

Student records

Uniform complaint procedures

Nondiscrimination in elementary and secondary education programs

[Liability of parent or guardian for act of willful misconduct by a minor](#)

School modernization project; all-gender restroom

[Educational equity; prohibition of discrimination on the basis of sex](#)

California Interscholastic Federation; standardized incident form

School restrooms; all-gender restrooms

Suspension or expulsion for act of hate violence

Suspension or expulsion for threats or harassment

Suspension; other means of correction

Liability of parent/guardian for willful student misconduct

Students' exercise of free expression; rules and regulations

Freedom of speech and other communication

Notices to parents in language other than English

Athletic programs

Student records

Social sciences instruction; contributions of specified groups

Prohibited instruction or activity

Nondiscriminatory subject matter

Instructional materials; definition

Requirements for instructional materials

[Unlawful discrimination](#)

Definition of hate crime

Crimes, harassment

Cross References

0410

1312.3

1312.3-E(1)

1312.3-E(2)

1312.3-E(3)

1312.4

1312.4

1312.4-E(1)

1312.4-E(2)

Description

[Nondiscrimination In County Office Programs And Activities](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

Cross References**Description**

3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
5111	Admission
5111	Admission
5131.2	Bullying
5131.2	Bullying
5145.7	Sex Discrimination and Sex-Based Harassment
5145.7-E(1)	Sex Discrimination and Sex-Based Harassment
5145.71-E(1)	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
5145.71-E(2)	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

County Board Policy 5145.7: Sex Discrimination and Sex-Based Harassment

Status: ADOPTED

Original Adopted Date: 01/01/2021 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

CSBA NOTE: Education Code 231.5 and 34 CFR 106.8 mandate the county office of education (COE) to have written policies on sex discrimination and sex-based harassment. The following policy addresses sex discrimination and sex-based harassment against students in the school setting. As part of this mandate, the COE should also adopt a sex discrimination and sex-based harassment policy related to employees.

Moreover, this Board policy and the accompanying exhibit reflect the 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 34 CFR 106.31, as amended by 89 Fed. Reg. 33474, and best practices based on existing state and federal law.

Both federal law, Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82), and state law (Education Code 220, 231.5), prohibit sex discrimination, including sex-based harassment and require COEs to establish procedures for the prompt and equitable resolution of sex discrimination, including sex-based harassment complaints. Pursuant to 34 CFR 106.11 and 106.44, as amended by 89 Fed. Reg. 33474, a COE with knowledge of alleged conduct, which occurs in a COE program or activity on or after August 1, 2024, that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, is required to follow Title IX grievance procedures when investigating and resolving a complaint based on the alleged conduct. As such a complaint may also fall within the scope of the uniform complaint procedures (UCP) as specified in BP/E 1312.3 - Uniform Complaint Procedures, it is unclear whether COEs would additionally be required to follow the process specified in BP/E 1312.3 - Uniform Complaint Procedures. Due to this uncertainty, it is recommended that COEs consult CSBA's District and County Office of Education Legal Services or COE legal counsel prior to utilizing the UCP for this purpose. For more information regarding the Title IX grievance procedures, see E(1) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

34 CFR 106.2 and 106.10, as amended by 89 Fed. Reg. 33474, clarify that discrimination on the basis of sex for the purpose of Title IX includes discrimination on the basis of sex stereotypes; sex characteristics; sexual orientation; gender identity; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status.

Pursuant to 34 CFR 106.44, as amended by 89 Fed. Reg. 33474, a COE can be held liable for civil damages for sex discrimination, including sex-based harassment of students pursuant to Title IX if the COE has knowledge of conduct that reasonably may constitute sex-based harassment in its education program or activity and does not respond promptly and effectively.

In addition to filing a private civil lawsuit, an alleged victim of sex discrimination, including sex-based harassment, may file a complaint with the California Department of Education (CDE) and/or the U.S. Department of Education's Office for Civil Rights (OCR), the federal agency responsible for administrative enforcement of federal laws and regulations that prohibit discrimination in programs and activities that receive federal financial assistance from the U.S. Department of Education.

The county office of education (COE) is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. Sex discrimination, including sex-based harassment, as defined in the accompanying exhibit, targeted at any student, based on the student's actual or perceived sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and, parental, marital, and family status in a COE educational program, school, or school-sponsored or school-related activity is prohibited.

CSBA NOTE: COEs are required to prohibit retaliation when a right or privilege secured by Title IX is interfered with, including when a person reports possible sex discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in the COE's Title IX process. Pursuant to 34 CFR 106.71, as amended by 89 Fed. Reg. 33474, when the COE has information about conduct that reasonably may constitute retaliation under Title IX, including peer retaliation, the COE is required to respond to such conduct using the procedures used for other forms of sex discrimination as specified in 34 CFR 106.44 and 106.45; see AR/E(1) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Pursuant to Education Code 220.1, as added by AB 1955 (Ch. 95, Statutes of 2024), a COE, including a County Board of Education member, may not retaliate or otherwise take adverse action against an employee, including by placing the employee on administrative leave, on the basis that the employee supported a student exercising rights

specified in Education Code 220.1, performed work in a manner consistent with the COE's legal obligations related to educational equity, or provided instruction to students consistent with current content standards, curriculum frameworks, instructional materials adopted by the state board, and state law.

Additionally, retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy is prohibited. (Education Code 220.1; 34 CFR 106.71)

CSBA NOTE: The following two paragraphs relate to student and employee reporting of sex discrimination, including sex-based harassment. It is important to note that reporting to law enforcement and/or child protective services does not relieve a COE of its responsibility to investigate a complaint of sex discrimination, including sex-based harassment.

Students who feel that they are being or have experienced sex discrimination, including sex-based harassment, on school grounds or at a school-sponsored or school-related activity, or off-campus when the conduct has a continuing effect on campus, are strongly encouraged to immediately contact their teacher, the principal or program administrator, the COE's Title IX Coordinator, or any other available school employee.

CSBA NOTE: 34 CFR 106.44, as amended by 89 Fed. Reg. 33474, requires a COE to respond promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination or sex-based harassment in its education program or activity. 34 CFR 106.44 further obligates a COE to require its Title IX Coordinator to monitor the COE's programs and activities for barriers to reporting information of such conduct and its employees to notify the Title IX Coordinator when they have such information.

The following paragraph should be revised to reflect the COE's timeline.

Any employee who receives a report or observes an incident of sex discrimination, including sex-based harassment, by or against a student in a COE education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified of a complaint or allegation of sexual harassment, the Title IX Coordinator shall ensure that it is addressed through the COE's Title IX complaint procedures.

CSBA NOTE: Pursuant to 34 CFR 106.44, as amended by 89 Fed. Reg. 33474, when the Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination, including sex-based harassment, the Title IX Coordinator is required to offer and coordinate supportive measures to the complainant, and, if the COE has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to the respondent, as appropriate.

The Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, if the COE has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed appropriate under the circumstances.

CSBA NOTE: 34 CFR 106.8, as amended by 89 Fed. Reg. 33474, requires that all employees receive training related to their duties under Title IX promptly upon hire or change of position that alters their duties under Title IX, and annually thereafter. The training provided to all employees is required to include the COE's obligation to address sex discrimination, the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment, and the applicable notice and information requirements. 34 CFR 106.8, as amended 89 Fed. Reg. 33474, requires additional training for (1) investigators, decisionmakers, and other persons who are responsible for implementing the COE's grievance procedures or have the authority to modify or terminate supportive measures, (2) facilitators of an informal resolution process, and (3) Title IX Coordinators and designees.

All COE staff shall be trained regarding the COE's sex discrimination and sex-based harassment policy, and that all employees receive training related to their duties under Title IX as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment. (34 CFR 106.8)

Instruction/Information

CSBA NOTE: Pursuant to Education Code 231.7, as added by AB 1071 (Ch. 65, Statutes of 2023), CDE is required to make available on its website (1) resources on abuse, including sexual, emotional, and physical abuse, and teen dating violence prevention for professional learning purposes, (2) information about local and national hotlines and services for youth experiencing teen dating violence, and (3) other relevant materials for parents/guardians, and other caretakers of students.

All COE students shall receive age-appropriate information on sex discrimination and sex-based harassment. Such

instruction and information shall include:

1. What acts and behavior constitute sex discrimination and sex-based harassment, including the fact that sex discrimination and sex-based harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sex discrimination or sex-based harassment under any circumstance
3. Encouragement to report observed incidents of sex discrimination and sex-based harassment even when the alleged victim of the discrimination or harassment has not complained

CSBA NOTE: Where sex discrimination, or sex-based harassment or violence, occurs in the context of other possible rule violations, students may be reluctant to report such conduct. For example, a student who experiences sex-based harassment while away from school without permission may be reluctant to file a complaint if the student believes discipline will be imposed for the violation. As such, Item #4 below clarifies that any other rule violation will be addressed separately from the sex discrimination and/or sex-based harassment complaint in order to encourage students to report the harassment.

4. A clear message that student safety is the COE's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sex discrimination or sex-based harassment incident will be addressed separately and will not affect the manner in which the sex discrimination or sex-based harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sex discrimination and sex-based harassment allegation that involves a student, whether as the complainant, respondent, or victim of the discrimination or harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the COE's procedures for investigating complaints and the person(s) to whom a report of sex discrimination and/or sex-based harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the COE investigation of a sex discrimination or sex-based harassment complaint continues
8. A clear message that, when needed, the COE will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sex discrimination or sex-based harassment and/or other students during an investigation

Disciplinary Actions

CSBA NOTE: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sex-based harassment. Education Code 48915(c) requires a recommendation for expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code.

When there is an allegation of Title IX sex discrimination, including sex-based harassment, 34 CFR 106.45, as amended by 89 Fed. Reg. 33474, prohibits the COE from imposing any disciplinary sanctions against a respondent for the allegedly discriminatory behavior until the grievance procedures are completed.

Upon completion of an investigation of sex discrimination and/or sex-based harassment, any student found to have engaged in sex discrimination, and/or sex-based harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion pursuant to Education Code 48900.2, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

CSBA NOTE: Pursuant to 34 CFR 106.8, as amended by 89 Fed. Reg. 33474, the COE is required to keep the following records for at least seven years: (1) for each complaint of sex discrimination, including sex-based harassment, records documenting any informal resolution process implemented in accordance with 34 CFR 106.44 or grievance procedures implemented in accordance with 34 CFR 106.45, (2) for each notification the Title IX

Coordinator receives of information about conduct that may reasonably constitute sex discrimination under Title IX, actions taken to fulfill the COE's obligations as specified in 34 CFR 106.44, including supportive measures, and (3) all materials used to train COE employees; the Title IX Coordinator and designees; investigators, decisionmakers, and other persons who are responsible for implementing the COE's grievance procedures or have the authority to modify or terminate supportive measures; and any person who facilitates an informal resolution process.

Records shall be maintained in accordance with law, including in accordance with 34 CFR 106.8 as specified in Exhibit 1 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, and COE policies and regulations, of all reported cases of sex-based harassment to enable the COE to monitor, address, and prevent repetitive harassing behavior in COE schools.

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.

Federal References

	Description
20 USC 1092	Definition of sexual assault
20 USC 1221	Application of laws
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
34 CFR 106.1-106.71	Nondiscrimination on the basis of sex in education programs
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 99.1-99.67	Family Educational Rights and Privacy
34 USC 12291	Definition of dating violence, domestic violence, and stalking
42 USC 1983	Civil action for deprivation of rights
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
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	Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Court Decision	Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Court Decision	Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Court Decision	Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Court Decision	Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567
Court Decision	Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
Court Decision	Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Federal Register	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896
U.S. DOE, Office for Civil Rights Publication	Sexual Harassment: It's Not Academic, September 2008
U.S. DOE, Office for Civil Rights Publication	Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

Management Resources References

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

State References

5 CCR 432

5 CCR 4600-4670

5 CCR 4900-4965

Civ. Code 1714.1

Civ. Code 51.9

Ed. Code 200-270

Ed. Code 220.1

Ed. Code 220.3

Ed. Code 220.5

Ed. Code 35292.5

Ed. Code 48900

Ed. Code 48900

Ed. Code 48900.2

Ed. Code 48904

Ed. Code 48980

Ed. Code 49060-49079

Gov. Code 12950.1

Cross References

0410

1312.3

1312.3-E(1)

1312.3-E(2)

1312.3-E(3)

5131.2

5131.2

5145.3

5145.3

5145.71-E(1)

5145.71-E(2)

Description

[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)

[U.S. Department of Education, Office for Civil Rights](#)

[CSBA](#)

[California Department of Education](#)

Description

Student records

Uniform complaint procedures

Nondiscrimination in elementary and secondary education programs

[Liability of parent or guardian for act of willful misconduct by a minor](#)

[Liability for sexual harassment; business, service and professional relationships](#)

[Educational equity; prohibition of discrimination on the basis of sex](#)

Prohibition of retaliation related to educational equity

Prohibition of disclosure of information related to student's sexual orientation, gender identity, or gender expression

Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression

School restrooms; all-gender restrooms

Grounds for suspension or expulsion; definition of bullying

Grounds for suspension and expulsion

Additional grounds for suspension or expulsion; sexual harassment

Liability of parent/guardian for willful student misconduct

Parent/Guardian notifications

Student records

Sexual harassment training

Description

[Nondiscrimination In County Office Programs And Activities](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Bullying](#)

[Bullying](#)

[Nondiscrimination/Harassment](#)

[Nondiscrimination/Harassment](#)

[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)

[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)

Exhibit 5145.7-E(1): Sex Discrimination and Sex-Based Harassment

Status: ADOPTED

Original Adopted Date: 08/01/2020 | Last Revised Date: 07/01/2024 | Last Reviewed Date: 07/01/2024

CSBA NOTE: The following exhibit presents a sample procedure recommended for use by the County Superintendent of Schools to complement and/or implement the accompanying County Board of Education sex discrimination and sex-based harassment policy. It is recommended that any County Superintendent intending to adopt this sample exhibit for use in the county office of education (COE) do so in cooperation with the County Board. This exhibit may be revised to reflect local practice and may be adopted for the COE's use as an Administrative Regulation, Superintendent Regulation, or COE regulation according to local practice.

Education Code 231.5 and Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82) prohibit discrimination based on sex, including sex-based harassment, and mandate that the COE adopt and publish complaint procedures. Also see E(1) and (2) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The COE does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations. Sex discrimination, including sex-based harassment, is prohibited in COE education programs and activities.

Definitions

CSBA NOTE: 34 CFR 106.2 and 106.10, as amended by 89 Fed. Reg. 33474, clarify that sex discrimination includes discrimination on the basis of sex stereotypes; sex characteristics; sexual orientation; gender identity; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. Those provisions further clarify that sex-based harassment includes harassment on the basis of a sex stereotype, sex characteristic, any of the other specified bases, and when sex-based harassment may create a hostile environment.

Sex discrimination includes treating a student differently with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services based on the student's sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; or the student's association with a person or group with one or more of these actual or perceived characteristics.

Sex discrimination, including sex-based harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct and 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: Education Code 212.5 defines sexual harassment as any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. For purposes of suspension and expulsion, Education Code 48900.2 defines sexual harassment as conduct, when considered from the perspective of a reasonable person of the same gender as the victim, that is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment for the victim; see AR 5144.1 - Suspension and Expulsion/Due Process.

Pursuant to 34 CFR 106.2, as amended by 89 Fed. Reg. 33474, sex-based harassment includes (1) a COE employee, agent, or other individual authorized by the COE to provide an aid, benefit, or service under the COE's education program or activity explicitly or impliedly conditioning the provision of a COE aid, benefit, or service on an individual's participation in unwelcome sexual conduct, (2) "hostile environment harassment," defined as unwelcome sex-based conduct that, based on the totality of the circumstance, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the COE's education program or activity, or (3) sexual assault, dating violence, domestic violence, or stalking, as defined in 34 CFR 106.2.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, sex stereotypes, sex characteristics, or other bases specified above. Conduct will constitute sex-based harassment when it takes the form of: (34 CFR 106.2, 106.11)

1. Quid pro quo harassment: A COE employee, agent, or other individual authorized by the COE to provide an

aid, benefit, or service in the COE's education program or activity conditioning the provision of COE aid, benefit, or service on a student's participation in unwelcome sexual conduct

CSBA NOTE: Pursuant to 34 CFR 106.11, as amended by 89 Fed. Reg. 33474, Title IX grievance procedures are required for Title IX sex discrimination complaints, including sex-based harassment complaints, for conduct which occurs on or after August 1, 2024, under the COE's education program or activity, which includes conduct alleged to be contributing to a hostile environment that occurred outside the COE's education program or activity or outside the United States. Item #2 below reflects "hostile environment harassment" as defined by 34 CFR 106.2, as amended by 89 Fed. Reg. 33474.

2. Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the COE's education program or activity

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sex-based harassment in violation of COE policy if it has a continuing effect on a student's ability to participate in or benefit from COE educational programs or activities.

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 CFR 106.2

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any county office of education (COE) program or activity

Examples of Sex Discrimination and Sex-Based Harassment

CSBA NOTE: The following list contains common examples of sexual harassment from the U.S. Department of Education's Office for Civil Rights (OCR) January 2001, "Revised Sexual Harassment Guidance," which has been rescinded, and definitions specified in 5 CCR 4916. Some items on this list have been modified to make them applicable to sex-based harassment in general, not just sexual harassment.

Examples of types of conduct which are prohibited and which may constitute sex-based harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sex-based slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sex-based jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sex-based rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body

8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

CSBA NOTE: Pursuant to 34 CFR 106.8, COEs that receive federal financial assistance are mandated to designate an employee to ensure compliance with Title IX and its implementing regulations. If the COE has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over those responsibilities. The following paragraph specifies that the Title IX Coordinator will be the same person(s) designated to serve as the compliance officer(s) for the COE's uniform complaint procedures (UCP) adopted pursuant to 5 CCR 4600-4670. The COE may modify this regulation to designate different employees to serve these functions.

The County Superintendent of Schools designates the following individual(s) as the responsible employee(s) to coordinate the COE's efforts to comply with Title IX. The individual(s) shall also serve as the Compliance Officer(s) to oversee, investigate, and/or resolve sex discrimination, including sex-based harassment, complaints under the COE's uniform complaint procedures (UCP). The Title IX Coordinator(s) may be contacted at:

(title or position)

(address)

(telephone number)

(email)

Notifications

CSBA NOTE: As part of its responsibility to monitor COE compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, as amended by SB 153 (Ch. 38, Statutes of 2024), the California Department of Education (CDE) is required to ensure that the COE prominently and conspicuously displays its nondiscrimination policies in all areas that are accessible to, and commonly frequented by, school site employees, students, and members of the public at each school site and COE office, including, but not limited to, in school office lobbies, staff lounges, student government meeting rooms, and on the COE's website. Additionally, Title IX, and its implementing regulations, 34 CFR 106.1-106.82, as amended by 89 Fed. Reg. 33474, require the COE to provide notifications and take specified actions to prevent sex discrimination, including sex-based harassment. For more information regarding measures to prevent discrimination, see AR 5145.3 - Nondiscrimination/Harassment.

To prevent unlawful sex discrimination and sex-based harassment in COE programs and activities, the Superintendent or designee shall provide notifications and implement measures to prevent discrimination and harassment as specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment.

In addition to the measures to prevent discrimination specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment, a copy of the COE's sex discrimination and sex-based harassment policy and regulation shall:

1. Be displayed in a prominent location in the main administrative building or other area where notices of COE rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

CSBA NOTE: Education Code 231.6 requires COEs serving students in grades 9-12 to create and display a poster that notifies students of the COE's sexual harassment policy, as specified below. The COE may partner with local, state, or federal agencies, or nonprofit organizations, for the purposes of the design and content of the poster.

2. Be summarized on a poster which is prominently and conspicuously displayed in each bathroom and locker

room at each school

The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

3. Be provided as part of any orientation program conducted for new and continuing students at the time the student is enrolled or at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any publication that sets forth the program/school's or COE's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

Reports and Complaints

CSBA NOTE: The following paragraph relates to student and employee reporting of sex discrimination, including sex-based harassment, and should be revised to reflect the COE's timeline.

A student or a student's parent(s)/guardian(s) who believes that the student has been subjected to sex discrimination, including sex-based harassment, in a COE program or activity or who has witnessed sex discrimination, including sex-based harassment, is strongly encouraged to report the incident to the COE's Title IX Coordinator, a teacher, the principal or program administrator, or any other available school employee. Within one workday of receiving such a report, the principal/program administrator or other school employee shall forward the report to the COE's Title IX Coordinator. Any school employee who observes sex discrimination or sex-based harassment shall, within one workday, report the observation to the Title IX Coordinator as specified in the accompanying board policy. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

If the Title IX Coordinator determines a complaint of sex discrimination or sex-based harassment involves off-campus conduct and the conduct may create or contribute to the creation of a hostile school environment, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

Complaint Procedures

CSBA NOTE: Pursuant to 34 CFR 106.11 and 106.44, as amended by 89 Fed. Reg. 33474, a COE with knowledge of alleged conduct, which occurs in a COE program or activity on or after August 1, 2024, that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, is required to follow Title IX grievance procedures when investigating and resolving a complaint based on the alleged conduct. As such a complaint may also fall within the scope of the UCP as specified in BP/E 1312.3 - Uniform Complaint Procedures, it is unclear whether COEs would additionally be required to follow the process specified in BP/E 1312.3 - Uniform Complaint Procedures. Due to this uncertainty, it is recommended that COEs consult CSBA's District and County Office of Education Legal Services or COE legal counsel prior to utilizing the UCP for this purpose. For more information regarding the Title IX grievance procedures, see E(1) 5145.71 - Sex Discrimination and Sex-Based Harassment Complaint Procedures.

All complaints and allegations of sex discrimination and sex-based harassment shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45 and Exhibit (1) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

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

CSBA NOTE: The terms and definitions used below are consistent with California law, case law, and generally accepted terms within academia and in publications issued by state and federal agencies such as CDE and OCR, including provisions in the California Gender Recognition Act that recognize three gender options, female, male, and nonbinary, and define "nonbinary" and other related terms such as "intersex" and "transgender". In addition to consistency with the above, the definition of "gender identity" below is consistent with the Resolution Agreement between the Arcadia Unified School District, OCR, and the U.S. Department of Justice, Civil Rights Division, which defines "gender identity" as "one's internal sense of gender, which may be different from one's assigned sex, and which is consistently and uniformly asserted, or for which there is other evidence that the gender identity is sincerely held as part of the student's core identity."

The following section is also consistent with OCR's fact sheet "Supporting Intersex Students: A Resource for Students, Families, and Educators," issued in October 2021 and CDE's "Update FLASH #158, Guidance for Changing

a Student's Gender in CALPADS," which provides guidance on changing a student's gender and/or legal name on the student's mandatory permanent record.

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, regardless of whether that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

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

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

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

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

Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

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

CSBA NOTE: 34 CFR 106.2 and 106.10, as amended by 89 Fed. Reg. 33474, clarify that discrimination on the basis of sex for the purpose of Title IX includes discrimination on the basis of sex stereotypes; sex characteristics; sexual orientation; gender identity; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status.

Starting in the 2025-26 school year through the 2029-2030 school year, Education Code 218.3, as added by AB 5 (Ch. 220, Statutes of 2023), requires a COE serving students in any of grades 7-12 to provide at least one hour of training annually to all teachers and certificated employees serving students in grades 7-12 which incorporates CDE's online training curriculum to support lesbian, gay bisexual, transgender, queer, and questioning (LGBTQ) cultural competency. The COE is required to maintain records documenting the date that each employee completed the training and the name of the entity that provided the training; see AR 5145.3 - Nondiscrimination/Harassment.

Pursuant to Education Code 219, as added by SB 857 (Ch. 228, Statutes of 2023), the State Superintendent of Public Instruction has established the LGBTQ Statewide Advisory Task Force (LGBTQ SAT) to identify the needs of LGBTQ students and to make recommendations to assist in implementing supportive policies and initiatives including (1) mental health and feelings of safety and support, (2) inclusive and safe access to school facilities, (3) inclusive instructional material and school curriculum, (4) prevention of, response to, and oversight of, bullying and harassment to determine the effectiveness of policies and programs, and (5) inclusive participation in school activities. For more information on the LGBTQ SAT, see CDE's website.

COEs with questions about the rights of transgender and gender-nonconforming students should consult CSBA's District and County Office of Education Legal Services or COE legal counsel. For more information on the rights of transgender students, see CSBA's, "Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools."

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

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable

3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Assaulting a student because of the student's gender, sex characteristic, sexual orientation, gender identity, or gender expression

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

CSBA NOTE: Timelines included in Items #1-2 below may be modified to reflect COE practice.

Pursuant to state and federal law, a COE has the responsibility to ensure a safe, nondiscriminatory school environment for all students and equal access to the educational program for intersex, nonbinary, transgender, or gender non-conforming students. As part of its obligation, the COE must keep a student's private information, including a student's gender, gender identity, or gender expression, confidential. CDE's "School Success and Opportunity Act (Assembly Bill 1266) Frequently Asked Questions," available on its website, references a transgender student's informational privacy right under Article I, Section I of the California Constitution as protecting the student's gender identity from disclosure. However, CDE specifies that, pursuant to 34 CFR 99.36, disclosure of such information to appropriate parties is permitted in connection with an emergency, as necessary to protect the health or safety of the student or other individuals.

Education Code 220.3 and 220.5, as added by AB 1955 (Ch. 95, Statutes of 2024), clarify that under existing law a COE, including a Governing Board member, may not require an employee or contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression to any other person, or enact or enforce any policy, rule, or administrative regulation that would require the same, without the student's consent unless otherwise required by state or federal law.

Therefore, a COE is required to take measures such as those specified in the following paragraph, to prevent unintentional release of students' private information and should contact CSBA's District and County Office of Education Legal Services or COE legal counsel before disclosing a student's gender identity without the student's consent.

1. Right to privacy: A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information

The COE shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The COE shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the COE has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

The COE shall only allow disclosure of a student's personally identifiable information to employees in accordance with law. Any COE employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a COE employee by a student, the employee shall seek the student's permission to notify the Compliance Officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this exhibit, and shall inform the student that honoring the student's request may limit

the COE's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the Compliance Officer, the employee shall do so within three school days.

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

2. **Determining a Student's Gender Identity:** The Compliance Officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless COE personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose
3. **Addressing a Student's Transition Needs:** The Compliance Officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained

The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Compliance Officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

CSBA NOTE: Pursuant to Education Code 221.5, a COE is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on the student's educational records. Additionally, 34 CFR 106.31, as amended by 89 Fed. Reg. 33474, provides that a COE (1) may not exclude a student from participation in, deny a student the benefits of, or otherwise subject a student to discrimination on the basis of sex in any education program or activity, (2) that in the limited circumstances in which different treatment or separation on the basis of sex is permitted, a COE may not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a student to more than de minimis harm, and (3) that preventing a student from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex. In commentary accompanying the Final Rule, the U.S. Department of Education (USDOE) clarifies that Title IX protects students from sex discrimination, including sex-based harassment, when they access sex-separate facilities. This protection applies with equal force to all students, including transgender and nonbinary students, requiring COEs to provide access to sex-separate facilities, including bathrooms, in a manner that does not cause more than de minimis harm. USDOE intends to issue a separate final rule to address Title IX's application to sex-separate athletic teams which is governed by 34 CFR 106.41, rather than 34 CFR 106.31 as described above.

Beginning July 1, 2026, Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), requires each school maintaining any of grades 1-12 with more than one female student restroom and more than one male student restroom to provide and maintain at least one all-gender restroom for student use that meets the requirements of law.

For more information on the rights of transgender students, see CSBA's updated, "Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools."

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the COE maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity

To address any student's privacy concerns in using sex-segregated facilities, the COE shall offer available

options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the COE shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Beginning July 1, 2026, each school shall provide and maintain at least one all-gender restroom for student use that meets the requirements of Education Code 35292.5.

CSBA NOTE: Education Code 49062.5 and 49070 require COEs to update a former student's records to change the student's name and/or gender as specified below. See AR 5125 - Student Records. Pursuant to 5 CCR 432, a COE is required to maintain for each student a mandatory permanent student record that includes the student's legal name, sex, and other specified details. While 5 CCR 4910 refers to "sex" as the "biological condition or quality of being a female or male human being," it also defines "gender" to mean "sex," which includes "a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." When responding to a request to change the gender or legal name of intersex, nonbinary, transgender, or gender non-conforming students, COEs should be mindful of laws prohibiting gender-based discrimination. In "Update FLASH #158, Guidance for Changing a Student's Gender in CALPADS," CDE distinguishes the process for updating a student's legal name from the process for updating a student's gender. According to CDE, a COE must receive formal documentation that a student's name has been legally changed before the student's recorded legal name may be changed in the student's mandatory permanent student record (official record). When documentation is not provided, CDE states the COE should nonetheless update all other school records (unofficial records such as attendance sheets, report cards, and school identification) to reflect the name change. On the other hand, to change a student's gender in the student's official records, CDE states that there is no specific requirement regarding formal documentation or process that a COE should review or require in determining the gender to be recorded in the official records. Pursuant to Education Code 49061, only a parent/guardian may authorize a change to a student's gender in the student's official record. The COE should consult CSBA's District and County Office of Education Legal Services or COE legal counsel in developing a policy in this regard.

5. Student Records: Upon each student's enrollment, the COE is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name

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

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.

6. Names and Pronouns: If a student so chooses, COE personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official COE record

However, inadvertent slips or honest mistakes by COE personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this Exhibit or the accompanying County Board policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site

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.

Federal References

20 USC 1092
20 USC 1221
20 USC 1681-1688
34 CFR 106.1-106.71
34 CFR 106.1-106.82
34 CFR 99.1-99.67
34 USC 12291
42 USC 1983
42 USC 2000d-2000d-7
42 USC 2000e-2000e-17

Description

Definition of sexual assault
Application of laws
Title IX of the Education Amendments of 1972; discrimination based on sex
Nondiscrimination on the basis of sex in education programs
Nondiscrimination on the basis of sex in education programs
Family Educational Rights and Privacy
Definition of dating violence, domestic violence, and stalking
Civil action for deprivation of rights
Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended

Management Resources References

California Department of Education Publication

Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
CSBA Publication

CSBA Publication

CSBA Publication

Federal Register

U.S. DOE, Office for Civil Rights Publication
U.S. DOE, Office for Civil Rights Publication
U.S. DOE, Office for Civil Rights Publication
Website
Website
Website

Description

[California Longitudinal Pupil Achievement Data System \(CALPADS\) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019](#)
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
[Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022](#)
[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)
[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014](#)
[Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896](#)
[Sexual Harassment: It's Not Academic, September 2008](#)
[Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001](#)
[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)
[U.S. Department of Education, Office for Civil Rights](#)
[CSBA](#)
[California Department of Education](#)

State References

5 CCR 432
5 CCR 4600-4670
5 CCR 4900-4965

Description

Student records
Uniform complaint procedures
Nondiscrimination in elementary and secondary education programs

State References

Civ. Code 1714.1
 Civ. Code 51.9
 Ed. Code 200-270
 Ed. Code 220.1
 Ed. Code 220.3
 Ed. Code 220.5
 Ed. Code 35292.5
 Ed. Code 48900
 Ed. Code 48900
 Ed. Code 48900.2
 Ed. Code 48904
 Ed. Code 48980
 Ed. Code 49060-49079
 Gov. Code 12950.1

Description

[Liability of parent or guardian for act of willful misconduct by a minor](#)
[Liability for sexual harassment; business, service and professional relationships](#)
[Educational equity; prohibition of discrimination on the basis of sex](#)
 Prohibition of retaliation related to educational equity
 Prohibition of disclosure of information related to student's sexual orientation, gender identity, or gender expression
 Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression
 School restrooms; all-gender restrooms
 Grounds for suspension or expulsion; definition of bullying
 Grounds for suspension and expulsion
 Additional grounds for suspension or expulsion; sexual harassment
 Liability of parent/guardian for willful student misconduct
 Parent/Guardian notifications
 Student records
 Sexual harassment training

Cross References

0410
 1312.3
 1312.3-E(1)
 1312.3-E(2)
 1312.3-E(3)
 5131.2
 5131.2
 5145.3
 5145.3
 5145.71-E(1)
 5145.71-E(2)

Description

[Nondiscrimination In County Office Programs And Activities](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Bullying](#)
[Bullying](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)

Trinity County Office of Education - All Funds Summary

	General Fund	Special Ed Pass Thru	Adult Education	Child Dev.	Def. Maint	Forest Res.	Special Reserve	OPEB (Retiree Insurance)	District Total
Fund Number	<u>1</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>14</u>	<u>16</u>	<u>17</u>	<u>20</u>	
Fiscal Year 2022/2023									
Beginning Balance	\$ 2,214,770	\$ 26,450	\$ 10,600	\$ 86,726	\$ 119,431	\$ 53	\$ 1,877,491	\$ 76,037	\$ 4,411,558
Revenues	\$ 9,259,811	\$ 2,472,445	\$ 139,128	\$ 419,051	\$ 187,112	\$ 1,538,355	\$ 141,622	\$ 537	
Expenditures	\$ 8,741,963	\$ 2,261,658	\$ 149,319	\$ 321,055	\$ 11,033	\$ 1,472,202	\$ -	\$ 49,744	
Ending Balance	\$ 2,732,618	\$ 237,237	\$ 409	\$ 184,722	\$ 295,510	\$ 66,206	\$ 2,019,113	\$ 26,830	\$ 5,562,645
	\$ 517,848	\$ 210,787	\$ (10,191)	\$ 97,996	\$ 176,079	\$ 66,153	\$ 141,622	\$ (49,207)	\$ 1,151,087
Fiscal Year 2023/2024									
Beginning Balance	\$ 2,732,618	\$ 237,237	\$ 409	\$ 184,722	\$ 295,510	\$ 66,206	\$ 2,019,113	\$ 26,830	\$ 5,562,645
Revenues	\$ 10,957,556	\$ 1,303,732	\$ 110,030	\$ 661,367	\$ 417,109	\$ 1,584,423	\$ 710,450	\$ 132,624	
District Transfers	\$ -	\$ -	\$ -				\$ -	\$ -	
Expenditures	\$ 9,833,470	\$ 1,491,434	\$ 99,523	\$ 632,599	\$ 19,454	\$ 1,533,236	\$ -	\$ 49,744	
Ending Balance	\$ 3,856,704	\$ 49,535	\$ 10,916	\$ 213,490	\$ 693,165	\$ 117,393	\$ 2,729,563	\$ 109,710	\$ 7,780,476
	\$ 1,124,086	\$ (187,702)	\$ 10,507	\$ 28,768	\$ 397,655	\$ 51,187	\$ 710,450	\$ 82,880	\$ 2,217,831

General Fund 01-Breakout by Resource

	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Ending Balance</u>
<u>Unrestricted Programs</u>				
General Fund & EPA	\$ 1,280,338	\$ 5,338,666	\$ 4,703,709	\$ 1,915,295
COP	\$ -	\$ -	\$ 241	\$ (241)
CHYBA	\$ -	\$ 119,782	\$ 119,782	\$ -
Dental Grant	\$ 17,685	\$ 20,147	\$ 40,678	\$ (2,846)
Dental Van	\$ -	\$ 258,762	\$ 129,381	\$ 129,381
County Community School	\$ -	\$ -	\$ -	\$ -
Capacity Building	\$ -	\$ 81,818	\$ -	\$ 81,818
Cal Hope 2.0	\$ -	\$ 292,423	\$ 205,327	\$ 87,096
Cal Hoope 3.0	\$ -	\$ 96,272	\$ 96,272	\$ 0
Unrestricted Lottery	\$ 3,316	\$ 88	\$ 18	\$ 3,386
Unrestricted Beginning /Ending Balance	\$ 1,301,339			\$ 2,213,889
<u>Restricted Programs</u>				
3183 Comprehensive Support & Imp.	\$ -	\$ 30,854	\$ 30,854	\$ -
3310 Spec Ed Individuals w/Disabilites	\$ -	\$ 71,028	\$ 71,028	\$ -
3315 IDEA,Preschool Grant	\$ -	\$ 20,951	\$ 20,951	\$ -
3327 IDEA, Mental Health	\$ -	\$ 17,348	\$ 17,348	\$ -
3345 Preschool Staff Development	\$ -	\$ 1,000	\$ 1,000	\$ -
3385 Early Intervention	\$ -	\$ 14,420	\$ 14,420	\$ -
3395 Spec Ed Alte Dispute Resolution	\$ -	\$ 18,218	\$ 18,218	\$ -
4035 Title II	\$ -	\$ 596	\$ 596	\$ -
5634 COVID, Homeless funds	\$ -	\$ 6,838	\$ 6,838	\$ -
5810 REAP	\$ 23,156	\$ 1,393	\$ 24,549	\$ -
6010 After School Ed. Safety	\$ -	\$ 874,759	\$ 874,759	\$ -
6018 Student Support Block Grant	\$ -	\$ 48,899	\$ 37,050	\$ 11,849
6266 Educator Effectiveness Grant	\$ 10,903	\$ -	\$ 6,524	\$ 4,379
6300 Restricted Lottery	\$ 2,551	\$ 1,033	\$ -	\$ 3,584
6331 Community Planning Grant	\$ 49,313	\$ 20,000	\$ 67,099	\$ 2,214
6333 Community Partnership Grant	\$ -	\$ 360,000	\$ 139,346	\$ 220,654
6500 Special Education, State	\$ 450,633	\$ 809,424	\$ 947,410	\$ 312,647
6520 Spec Ed Workability	\$ -	\$ 59,769	\$ 59,769	\$ -
6546 Spec Ed Mental Health	\$ 51,038	\$ 115,599	\$ 38,964	\$ 127,673
6547 Spec Ed Early Intervention	\$ 79,601	\$ 61,725	\$ 141,326	\$ -
6620 Reversing Opioid Overdose	\$ -	\$ 10,309	\$ -	\$ 10,309
6680 TUPE Prop 99	\$ -	\$ 43,021	\$ 43,021	\$ -
6685 TUPE Prop 56	\$ -	\$ 45,730	\$ 45,730	\$ -
6690 TUPE Tier 6-12	\$ -	\$ 16,000	\$ 16,000	\$ -
6762 Arts, Music, Insturctional Mat.	\$ 7,778	\$ (5)	\$ -	\$ 7,773
6770 Arts & Music, Prop 28	\$ -	\$ 6,442	\$ -	\$ 6,442
7210 Indian Education	\$ -	\$ 60,083	\$ 60,083	\$ -
7311 CSEA Credential Grant	\$ 74,402	\$ 12,763	\$ 47,532	\$ 39,633
7366 Foster Youth	\$ -	\$ 180,577	\$ 177,571	\$ 3,006
7368 Foster Youth, AB130	\$ -	\$ 45,729	\$ 45,729	\$ -
7399 Equity Multiplier	\$ -	\$ 50,000	\$ -	\$ 50,000
7415 Classified Summer pay	\$ -	\$ 77,911	\$ 77,911	\$ -
7422 In Person Instruction	\$ -	\$ 7,857	\$ 7,857	\$ -
7425 In Person & ELO	\$ 4,232	\$ -	\$ 4,232	\$ -

Con't Restricted Programs

	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Ending Balance</u>
7435 Learning Recovery BG	\$ 17,844	\$ 18	\$ -	\$ 17,862
7690 STRS & PERS on Behalf	\$ -	\$ 110,278	\$ 110,278	\$ -
7813 Mental Health SSA	\$ (43,997)	\$ 713,388	\$ 669,391	\$ -
7814 Multi Tiered Support System	\$ 124,145	\$ -	\$ 88,013	\$ 36,132
7816 SBHIP	\$ 349,097	\$ 118,750	\$ 399,765	\$ 68,082
9056 LEA BOP	\$ 154,055	\$ 505,865	\$ 5,301	\$ 654,619
9073 Title IV	\$ 53,916	\$ 17,295	\$ 289	\$ 70,922
9170 School Readiness	\$ -	\$ 800	\$ 800	\$ -
9200 Prevention & Early Intervention	\$ -	\$ 127,774	\$ 127,774	\$ -
9224 Lake COE , Learning Grant	\$ -	\$ 40,000	\$ 53,171	\$ (13,171)
9500 ADR, Venture COE	\$ -	\$ 4,500	\$ -	\$ 4,500
9663 Community School, SCOE pass thru	\$ -	\$ -	\$ 3,139	\$ (3,139)
9600 ASES Coordinator	\$ 21,969	\$ 62,660	\$ 36,340	\$ 48,289
Restricted Beginning /Ending Balance	\$ 1,430,636			\$ 1,684,259
Totals	\$ 2,731,975	\$ 10,999,557	\$ 9,833,384	\$ 3,898,147
Total Distirct Net Revenue			\$ 1,166,172	
Ending Balance			\$ 3,898,147	

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

			2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
A. REVENUES									
1) LCFF Sources		8010-8099	4,871,165.05	31,720.00	4,902,885.05	4,729,400.00	0.00	4,729,400.00	-3.5%
2) Federal Revenue		8100-8299	163,598.96	41,816.34	205,415.30	0.00	151,932.00	151,932.00	-26.0%
3) Other State Revenue		8300-8599	289,975.42	2,972,855.36	3,262,830.78	269,880.00	2,274,452.00	2,544,332.00	-22.0%
4) Other Local Revenue		8600-8799	1,783,153.07	754,176.43	2,537,329.50	1,060,991.00	284,334.00	1,345,325.00	-47.0%
5) TOTAL, REVENUES			7,107,892.50	3,800,568.13	10,908,460.63	6,060,271.00	2,710,718.00	8,770,989.00	-19.6%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	514,869.02	885,769.67	1,400,638.69	698,920.00	811,079.00	1,509,999.00	7.8%
2) Classified Salaries		2000-2999	1,737,383.42	961,911.57	2,699,294.99	1,814,522.00	859,113.00	2,673,635.00	-1.0%
3) Employee Benefits		3000-3999	1,084,106.87	862,922.01	1,947,028.88	1,155,514.00	836,861.00	1,992,375.00	2.3%
4) Books and Supplies		4000-4999	169,865.11	60,673.36	230,538.47	282,543.00	137,864.00	420,407.00	82.4%
5) Services and Other Operating Expenditures		5000-5999	958,492.94	572,001.09	1,530,494.03	1,044,493.00	541,759.00	1,586,252.00	3.6%
6) Capital Outlay		6000-6999	222,257.68	0.00	222,257.68	209,486.00	0.00	209,486.00	-5.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	307,066.60	1,046,158.89	1,353,225.49	243,000.00	933,760.00	1,176,760.00	-13.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(179,932.98)	148,939.74	(30,993.24)	(133,058.00)	116,451.00	(16,607.00)	-46.4%
9) TOTAL, EXPENDITURES			4,814,108.66	4,538,376.33	9,352,484.99	5,315,420.00	4,236,887.00	9,552,307.00	2.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			2,293,783.84	(737,808.20)	1,555,975.64	744,851.00	(1,526,169.00)	(781,318.00)	-150.2%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	57,656.58	0.00	57,656.58	49,744.00	0.00	49,744.00	-13.7%
b) Transfers Out		7600-7629	488,897.58	0.00	488,897.58	500,000.00	0.00	500,000.00	2.3%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	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	0.00	0.0%
3) Contributions		8980-8999	(948,728.21)	949,030.57	302.36	(927,163.00)	927,163.00	0.00	-100.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,379,969.21)	949,030.57	(430,938.64)	(1,377,419.00)	927,163.00	(450,256.00)	4.5%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			913,814.63	211,222.37	1,125,037.00	(632,568.00)	(599,006.00)	(1,231,574.00)	-209.5%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	1,309,251.24	1,431,278.93	2,740,530.17	2,223,065.87	1,642,501.30	3,865,567.17	41.1%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
c) As of July 1 - Audited (F1a + F1b)			1,309,251.24	1,431,278.93	2,740,530.17	2,223,065.87	1,642,501.30	3,865,567.17	41.1%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,309,251.24	1,431,278.93	2,740,530.17	2,223,065.87	1,642,501.30	3,865,567.17	41.1%
2) Ending Balance, June 30 (E + F1e)			2,223,065.87	1,642,501.30	3,865,567.17	1,590,497.87	1,043,495.30	2,633,993.17	-31.9%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	150.00	0.00	150.00	0.00	0.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	2,877.00	1,367.96	4,244.96	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	1,641,133.34	1,641,133.34	0.00	1,053,898.13	1,053,898.13	-35.8%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	682,903.00	0.00	682,903.00	New
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	2,220,038.87	0.00	2,220,038.87	907,594.87	(10,402.83)	897,192.04	-59.6%
G. ASSETS									
1) Cash									
a) in County Treasury		9110	2,361,756.17	814,554.92	3,176,311.09				
1) Fair Value Adjustment to Cash in County Treasury		9111	(13,125.81)	0.00	(13,125.81)				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	150.00	0.00	150.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	297,831.04	597,794.72	895,625.76				
4) Due from Grantor Government		9290	0.00	427,252.63	427,252.63				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	2,877.00	1,367.96	4,244.96				
8) Other Current Assets		9340	0.00	0.00	0.00				

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

			2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
9) Lease Receivable		9380	0.00	0.00	0.00				
10) TOTAL, ASSETS			2,649,488.40	1,840,970.23	4,490,458.63				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	264,225.53	160,224.36	424,449.89				
2) Due to Grantor Governments		9590	162,197.00	38,244.57	200,441.57				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	0.00	0.00				
6) TOTAL, LIABILITIES			426,422.53	198,468.93	624,891.46				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30									
(must agree with line F2) (G10 + H2) - (I6 + J2)			2,223,065.87	1,642,501.30	3,865,567.17				
LCFF SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	4,548,047.00	31,720.00	4,579,767.00	4,282,819.00	0.00	4,282,819.00	-6.5%
Education Protection Account State Aid - Current Year		8012	3,100.00	0.00	3,100.00	2,848.00	0.00	2,848.00	-8.1%
State Aid - Prior Years		8019	2,171.11	0.00	2,171.11	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	6,990.24	0.00	6,990.24	3,496.00	0.00	3,496.00	-50.0%
Timber Yield Tax		8022	1,099.52	0.00	1,099.52	723.00	0.00	723.00	-34.2%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	955,921.64	0.00	955,921.64	644,298.00	0.00	644,298.00	-32.6%
Unsecured Roll Taxes		8042	21,170.49	0.00	21,170.49	20,259.00	0.00	20,259.00	-4.3%
Prior Years' Taxes		8043	1,275.70	0.00	1,275.70	0.00	0.00	0.00	-100.0%
Supplemental Taxes		8044	12,949.64	0.00	12,949.64	42,689.00	0.00	42,689.00	229.7%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Receipt from Co. Board of Sups.		8070	0.00	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	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	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	0.00	0.0%
Subtotal, LCFF Sources			5,552,725.34	31,720.00	5,584,445.34	4,997,132.00	0.00	4,997,132.00	-10.5%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	(422,624.29)		(422,624.29)	0.00		0.00	-100.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	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	0.00	0.0%
Property Taxes Transfers		8097	(258,936.00)	0.00	(258,936.00)	(267,732.00)	0.00	(267,732.00)	3.4%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			4,871,165.05	31,720.00	4,902,885.05	4,729,400.00	0.00	4,729,400.00	-3.5%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	(54,138.49)	(54,138.49)	0.00	58,438.00	58,438.00	-207.9%
Special Education Discretionary Grants		8182	0.00	71,936.88	71,936.88	0.00	56,719.00	56,719.00	-21.2%
Child Nutrition Programs		8220	0.00	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	0.00	0.0%
Flood Control Funds		8270	0.00	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	0.00	0.0%
FEMA		8281	0.00	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	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	67,326.60	0.00	67,326.60	0.00	0.00	0.00	-100.0%
Title I, Part A, Basic	3010	8290		0.00	0.00		0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		583.00	583.00		547.00	547.00	-6.2%
Title III, Immigrant Student Program	4201	8290		0.00	0.00		0.00	0.00	0.0%
Title III, English Learner Program	4203	8290		0.00	0.00		0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description			2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 3183, 4037, 4038, 4123, 4124, 4126, 4127, 4128, 4204, 5630	8290		15,202.50	15,202.50		13,072.00	13,072.00	-14.0%
Career and Technical Education	3500-3599	8290		0.00	0.00		0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	96,272.36	8,232.45	104,504.81	0.00	23,156.00	23,156.00	-77.8%
TOTAL, FEDERAL REVENUE			163,598.96	41,816.34	205,415.30	0.00	151,932.00	151,932.00	-26.0%
OTHER STATE REVENUE									
Other State Apportionments									
ROC/P Entitlement									
Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan									
Current Year	6500	8311		5,020.41	5,020.41		33,915.00	33,915.00	575.5%
Prior Years	6500	8319		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	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	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	0.00	0.0%
Mandated Costs Reimbursements		8550	2,244.00	0.00	2,244.00	50.00	0.00	50.00	-97.8%
Lottery - Unrestricted and Instructional Materials		8560	88.32	1,033.48	1,121.80	885.00	360.00	1,245.00	11.0%
Tax Relief Subventions									
Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	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	0.00	0.0%
Pass-Through Revenues from									
State Sources		8587	0.00	0.00	0.00	18,000.00	35,000.00	53,000.00	New
After School Education and Safety (ASES)	6010	8590		874,759.77	874,759.77		874,760.00	874,760.00	0.0%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6680, 6685, 6690, 6695	8590		90,796.30	90,796.30		95,000.00	95,000.00	4.6%
California Clean Energy Jobs Act	6230	8590		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	0.0%
American Indian Early Childhood Education	7210	8590		60,082.97	60,082.97		58,000.00	58,000.00	-3.5%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	287,643.10	1,941,162.43	2,228,805.53	250,945.00	1,177,417.00	1,428,362.00	-35.9%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
TOTAL, OTHER STATE REVENUE			289,975.42	2,972,855.36	3,262,830.78	269,880.00	2,274,452.00	2,544,332.00	-22.0%
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	0.00	0.0%
Unsecured Roll		8616	0.00	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	0.00	0.0%
Supplemental Taxes		8618	0.00	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	0.00	0.0%
Other		8622	0.00	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	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	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	0.00	0.0%
Sale of Publications		8632	0.00	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	0.00	0.0%
All Other Sales		8639	0.00	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	0.00	0.0%
Interest		8660	85,723.88	0.00	85,723.88	75,000.00	0.00	75,000.00	-12.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	116,615.19	0.00	116,615.19	0.00	0.00	0.00	-100.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	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	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	294,651.62	190,434.07	485,085.69	61,869.00	51,921.00	113,790.00	-76.5%
Mitigation/Developer Fees		8681	0.00	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	0.00	0.0%
Other Local Revenue									
Plus: Miscellaneous Funds Non-LCFF (50 Percent) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenue from Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Local Revenue		8699	513,478.96	563,742.36	1,077,221.32	115,500.00	232,413.00	347,913.00	-67.7%
Tuition		8710	772,683.42	0.00	772,683.42	808,622.00	0.00	808,622.00	4.7%
All Other Transfers In		8781-8783	0.00	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	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		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	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		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	0.00	0.0%
From County Offices	All Other	8792	0.00	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	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,783,153.07	754,176.43	2,537,329.50	1,060,991.00	284,334.00	1,345,325.00	-47.0%
TOTAL, REVENUES			7,107,892.50	3,800,568.13	10,908,460.63	6,060,271.00	2,710,718.00	8,770,989.00	-19.6%
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	.02	77,493.86	77,493.88	85,000.00	106,016.00	191,016.00	146.5%
Certificated Pupil Support Salaries		1200	125,494.58	577,308.23	702,802.81	89,097.00	622,689.00	711,786.00	1.3%
Certificated Supervisors' and Administrators' Salaries		1300	305,015.78	141,980.94	446,996.72	407,805.00	69,444.00	477,249.00	6.8%
Other Certificated Salaries		1900	84,358.64	88,986.64	173,345.28	117,018.00	12,930.00	129,948.00	-25.0%
TOTAL, CERTIFICATED SALARIES			514,869.02	885,769.67	1,400,638.69	698,920.00	811,079.00	1,509,999.00	7.8%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	59,784.29	32,389.37	92,173.66	122,362.00	46,709.00	169,071.00	83.4%
Classified Support Salaries		2200	247,596.73	687,896.75	935,493.48	307,226.00	628,111.00	935,337.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	357,017.61	150,767.35	507,784.96	330,430.00	75,345.00	405,775.00	-20.1%
Clerical, Technical and Office Salaries		2400	1,072,984.79	86,614.76	1,159,599.55	1,054,504.00	102,948.00	1,157,452.00	-0.2%
Other Classified Salaries		2900	0.00	4,243.34	4,243.34	0.00	6,000.00	6,000.00	41.4%
TOTAL, CLASSIFIED SALARIES			1,737,383.42	961,911.57	2,699,294.99	1,814,522.00	859,113.00	2,673,635.00	-1.0%
EMPLOYEE BENEFITS									
STRS		3101-3102	75,573.98	262,333.46	337,907.44	119,515.00	229,156.00	348,671.00	3.2%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
PERS		3201-3202	476,270.36	276,834.96	753,105.32	473,125.00	285,577.00	758,702.00	0.7%
OASDI/Medicare/Alternative		3301-3302	149,363.14	80,597.85	229,960.99	146,113.00	86,414.00	232,527.00	1.1%
Health and Welfare Benefits		3401-3402	278,667.06	206,736.29	485,403.35	298,810.00	203,659.00	502,469.00	3.5%
Unemployment Insurance		3501-3502	2,628.40	918.52	3,546.92	1,167.00	857.00	2,024.00	-42.9%
Workers' Compensation		3601-3602	35,716.78	27,715.75	63,432.53	37,514.00	25,358.00	62,872.00	-0.9%
OPEB, Allocated		3701-3702	37,987.51	0.00	37,987.51	33,000.00	0.00	33,000.00	-13.1%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	27,899.64	7,785.18	35,684.82	46,270.00	5,840.00	52,110.00	46.0%
TOTAL, EMPLOYEE BENEFITS			1,084,106.87	862,922.01	1,947,028.88	1,155,514.00	836,861.00	1,992,375.00	2.3%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	241.20	0.00	241.20	0.00	5,853.00	5,853.00	2,326.6%
Books and Other Reference Materials		4200	2,800.00	0.00	2,800.00	0.00	0.00	0.00	-100.0%
Materials and Supplies		4300	114,409.88	72,813.35	187,223.23	194,543.00	132,011.00	326,554.00	74.4%
Noncapitalized Equipment		4400	52,414.03	(12,139.99)	40,274.04	88,000.00	0.00	88,000.00	118.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			169,865.11	60,673.36	230,538.47	282,543.00	137,864.00	420,407.00	82.4%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	9,126.00	6,838.57	15,964.57	0.00	0.00	0.00	-100.0%
Travel and Conferences		5200	128,979.19	100,203.31	229,182.50	137,475.00	84,163.00	221,638.00	-3.3%
Dues and Memberships		5300	69,324.53	10,965.00	80,289.53	87,463.00	13,557.00	101,020.00	25.8%
Insurance		5400 - 5450	26,927.41	0.00	26,927.41	28,724.00	0.00	28,724.00	6.7%
Operations and Housekeeping Services		5500	14,253.08	0.00	14,253.08	30,100.00	0.00	30,100.00	111.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	14,317.48	718.00	15,035.48	20,400.00	1,175.00	21,575.00	43.5%
Transfers of Direct Costs		5710	(38,985.19)	38,985.19	0.00	(54,022.00)	54,022.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(1,984.01)	0.00	(1,984.01)	(4,045.00)	0.00	(4,045.00)	103.9%
Professional/Consulting Services and Operating Expenditures		5800	690,622.68	412,815.68	1,103,438.36	761,884.00	387,192.00	1,149,076.00	4.1%
Communications		5900	45,911.77	1,475.34	47,387.11	36,514.00	1,650.00	38,164.00	-19.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			958,492.94	572,001.09	1,530,494.03	1,044,493.00	541,759.00	1,586,252.00	3.6%
CAPITAL OUTLAY									
Land		6100	0.00	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	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	129,381.00	0.00	129,381.00	129,381.00	0.00	129,381.00	0.0%
Equipment Replacement		6500	92,876.68	0.00	92,876.68	80,105.00	0.00	80,105.00	-13.8%
Lease Assets		6600	0.00	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	0.00	0.0%
TOTAL, CAPITAL OUTLAY			222,257.68	0.00	222,257.68	209,486.00	0.00	209,486.00	-5.7%
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	0.00	0.0%
State Special Schools		7130	0.00	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	0.00	0.0%
Payments to County Offices		7142	286,740.00	0.00	286,740.00	225,000.00	0.00	225,000.00	-21.5%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	20,326.60	0.00	20,326.60	18,000.00	0.00	18,000.00	-11.4%
To County Offices		7212	0.00	134,349.12	134,349.12	0.00	35,000.00	35,000.00	-73.9%
To JPAs		7213	0.00	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	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		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	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
All Other Transfers	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7281-7283	0.00	911,809.77	911,809.77	0.00	898,760.00	898,760.00	-1.4%
		7299	0.00	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	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			307,066.60	1,046,158.89	1,353,225.49	243,000.00	933,760.00	1,176,760.00	-13.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(148,939.74)	148,939.74	0.00	(116,451.00)	116,451.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(30,993.24)	0.00	(30,993.24)	(16,607.00)	0.00	(16,607.00)	-46.4%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(179,932.98)	148,939.74	(30,993.24)	(133,058.00)	116,451.00	(16,607.00)	-46.4%
TOTAL, EXPENDITURES			4,814,108.66	4,538,376.33	9,352,484.99	5,315,420.00	4,236,887.00	9,552,307.00	2.1%
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	57,656.58	0.00	57,656.58	49,744.00	0.00	49,744.00	-13.7%
(a) TOTAL, INTERFUND TRANSFERS IN			57,656.58	0.00	57,656.58	49,744.00	0.00	49,744.00	-13.7%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	350,000.00	0.00	350,000.00	350,000.00	0.00	350,000.00	0.0%
To State School Building Fund/County School Facilities Fund		7613	0.00	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	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	138,897.58	0.00	138,897.58	150,000.00	0.00	150,000.00	8.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			488,897.58	0.00	488,897.58	500,000.00	0.00	500,000.00	2.3%
OTHER SOURCES/USES									
SOURCES									
State Apportionments									
Emergency Apportionments		8931	0.00	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	0.00	0.0%
Other Sources									
County School Bldg Aid		8961	0.00	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	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	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	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	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	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
(c) TOTAL, SOURCES			0.00	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	0.00	0.0%
All Other Financing Uses		7699	0.00	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	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(948,728.21)	949,030.57	302.36	(927,163.00)	927,163.00	0.00	-100.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(948,728.21)	949,030.57	302.36	(927,163.00)	927,163.00	0.00	-100.0%
TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)			(1,379,969.21)	949,030.57	(430,938.64)	(1,377,419.00)	927,163.00	(450,256.00)	4.5%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Function

			2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Function Codes	Object Codes							
A. REVENUES									
1) LCFF Sources		8010-8099	4,871,165.05	31,720.00	4,902,885.05	4,729,400.00	0.00	4,729,400.00	-3.5%
2) Federal Revenue		8100-8299	163,598.96	41,816.34	205,415.30	0.00	151,932.00	151,932.00	-26.0%
3) Other State Revenue		8300-8599	289,975.42	2,972,855.36	3,262,830.78	269,880.00	2,274,452.00	2,544,332.00	-22.0%
4) Other Local Revenue		8600-8799	1,783,153.07	754,176.43	2,537,329.50	1,060,991.00	284,334.00	1,345,325.00	-47.0%
5) TOTAL, REVENUES			7,107,892.50	3,800,568.13	10,908,460.63	6,060,271.00	2,710,718.00	8,770,989.00	-19.6%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999	Except 7600-7699	46,749.24	207,555.38	254,304.62	316,095.00	216,923.00	533,018.00	109.6%
2) Instruction - Related Services	2000-2999		1,230,723.28	591,280.78	1,822,004.06	1,452,999.00	603,782.00	2,056,781.00	12.9%
3) Pupil Services	3000-3999		567,633.98	2,150,250.26	2,717,884.24	555,248.00	2,202,294.00	2,757,542.00	1.5%
4) Ancillary Services	4000-4999		2,604.37	364,727.98	367,332.35	0.00	158,677.00	158,677.00	-56.8%
5) Community Services	5000-5999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		2,234,041.70	163,405.88	2,397,447.58	2,316,443.00	121,451.00	2,437,894.00	1.7%
8) Plant Services	8000-8999		425,082.92	8,252.59	433,335.51	431,635.00	0.00	431,635.00	-0.4%
9) Other Outgo	9000-9999		307,066.60	1,015,853.46	1,322,920.06	243,000.00	933,760.00	1,176,760.00	-11.0%
10) TOTAL, EXPENDITURES			4,813,902.09	4,501,326.33	9,315,228.42	5,315,420.00	4,236,887.00	9,552,307.00	2.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			2,293,990.41	(700,758.20)	1,593,232.21	744,851.00	(1,526,169.00)	(781,318.00)	-149.0%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	57,656.58	0.00	57,656.58	49,744.00	0.00	49,744.00	-13.7%
b) Transfers Out		7600-7629	488,897.58	0.00	488,897.58	500,000.00	0.00	500,000.00	2.3%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	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	0.00	0.0%
3) Contributions		8980-8999	(948,728.21)	949,030.57	302.36	(927,163.00)	927,163.00	0.00	-100.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,379,969.21)	949,030.57	(430,938.64)	(1,377,419.00)	927,163.00	(450,256.00)	4.5%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			914,021.20	248,272.37	1,162,293.57	(632,568.00)	(599,006.00)	(1,231,574.00)	-206.0%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	1,309,251.24	1,431,278.93	2,740,530.17	2,223,065.87	1,642,501.30	3,865,567.17	41.1%

Unaudited Actuals
County School Service Fund
Unrestricted and Restricted
Expenditures by Function

Description	Function Codes	Object Codes	2023-24 Unaudited Actuals			2024-25 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,309,251.24	1,431,278.93	2,740,530.17	2,223,065.87	1,642,501.30	3,865,567.17	41.1%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,309,251.24	1,431,278.93	2,740,530.17	2,223,065.87	1,642,501.30	3,865,567.17	41.1%
2) Ending Balance, June 30 (E + F1e)			2,223,272.44	1,679,551.30	3,902,823.74	1,590,497.87	1,043,495.30	2,633,993.17	-32.5%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	150.00	0.00	150.00	0.00	0.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	2,877.00	1,367.96	4,244.96	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	1,641,133.34	1,641,133.34	0.00	1,053,898.13	1,053,898.13	-35.8%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.00	682,903.00	0.00	682,903.00	New
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	2,220,038.87	0.00	2,220,038.87	907,594.87	(10,402.83)	897,192.04	-59.6%

Resource	Description	2023-24 Unaudited Actuals	2024-25 Budget
6018	Student Support and Enrichment Block Grant	11,849.00	11,849.00
6266	Educator Effectiveness, FY 2021-22	4,380.06	0.00
6300	Lottery: Instructional Materials	3,584.62	864.62
6331	CA Community Schools Partnership Act - Planning Grant	2,214.46	2,214.46
6333	CA Community Schools Partnership Act - Coordination Grant	220,653.60	40,653.60
6500	Special Education	311,278.43	135,629.39
6546	Mental Health-Related Services	127,673.14	51,450.14
6620	Reversing Opioid Overdoses	10,309.00	0.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	7,773.00	0.00
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	6,442.00	2,578.00
7311	Classified School Employee Professional Development Block Grant	39,633.20	4,633.20
7366	Supplementary Programs: Foster Youth Services Countywide and Juvenile Detention Programs	3,005.77	3,005.77
7399	LCFF Equity Multiplier	50,000.00	0.00
7435	Learning Recovery Emergency Block Grant	17,862.00	9,862.00
7810	Other Restricted State	60,217.11	0.00
9010	Other Restricted Local	764,257.95	791,157.95
Total, Restricted Balance		1,641,133.34	1,053,898.13

Section I - Expenditures	Funds 01, 09, and 62			2023-24 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	9,841,382.57
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	191,383.37
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6910	222,257.68
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	1,029,435.49
5. Interfund Transfers Out	All	9300	7600-7629	488,897.58
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	35,582.63
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	772,683.42

9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				2,548,856.80
D. Plus additional MOE expenditures:			1000-7143, 7300-7439	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				7,101,142.40
Section II - Expenditures Per ADA				2023-24 Annual ADA/Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines B1d and C9)				12.35
B. Expenditures per ADA (Line I.E divided by Line II.A)				574,991.29

Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	6,436,237.71	1,629,427.27
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	6,436,237.71	1,629,427.27
B. Required effort (Line A.2 times 90%)	5,792,613.94	1,466,484.54
C. Current year expenditures (Line I.E and Line II.B)	7,101,142.40	574,991.29
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	891,493.25

E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.) F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2025-26 may be reduced by the lower of the two percentages)	MOE Met	
	0.00%	60.79%
SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Description	2023-24 Unaudited Actuals			2024-25 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	12.35	12.35	12.35	12.35	12.35	12.35
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	12.35	12.35	12.35	12.35	12.35	12.35
2. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	5.00	5.00	5.00
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	5.00	5.00	5.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	12.35	12.35	12.35	17.35	17.35	17.35
4. Adults in Correctional Facilities						
5. County Operations Grant ADA	1,476.57	1,455.50	1,476.57	1,483.23	1,483.23	1,483.23
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Unaudited Actuals
2023-24 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	3,315.86		2,551.14	5,867.00
2. State Lottery Revenue	8560	88.32		1,033.48	1,121.80
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		3,404.18	0.00	3,584.62	6,988.80
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00		0.00	0.00
2. Classified Salaries	2000-2999	0.00		0.00	0.00
3. Employee Benefits	3000-3999	0.00		0.00	0.00
4. Books and Supplies	4000-4999	17.98		0.00	17.98
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800			0.00	0.00
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			0.00	0.00
6. Capital Outlay	6000-6999	0.00		0.00	0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211, 7212, 7221, 7222, 7281, 7282	0.00			0.00
b. To JPAs and All Others	7213, 7223, 7283, 7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399	0.00			0.00
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		17.98	0.00	0.00	17.98
C. ENDING BALANCE (Must equal Line A6 minus Line B12)	979Z	3,386.20	0.00	3,584.62	6,970.82
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

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) 483,616.89
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) 5,525,358.16

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) 8.75%

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) 665,171.84
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 110,572.86

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
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)	18,469.31
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)	794,214.01
9. Carry-Forward Adjustment (Part IV, Line F)	150,498.87
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	944,712.88
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	254,304.62
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,821,910.06
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	2,708,758.24
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	367,332.35
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)	405,905.49
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)	1,218,240.63
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)	28,550.00
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)	192,608.52
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)	15,679.73
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	338,531.11
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
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)	7,351,820.75
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)	10.80%
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)	12.85%
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)	794,214.01
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	40,004.19
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 (9.30%) times Part III, Line B19); zero if negative	150,498.87
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (9.30%) times Part III, Line B19) or (the highest rate used to recover costs from any program (9.75%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	150,498.87
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)	150,498.87

Approved indirect cost rate: 9.30%

Highest rate used in any program: 9.75%

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	3183	28,731.84	2,122.33	7.39%
01	3310	87,743.13	1,502.78	1.71%
01	3315	19,150.94	1,799.89	9.40%
01	3327	16,329.16	1,018.85	6.24%
01	3385	13,192.81	912.03	6.91%
01	5810	22,461.00	2,088.88	9.30%
01	6331	61,389.79	5,709.25	9.30%
01	6333	134,958.29	4,388.11	3.25%
01	6520	56,113.15	3,655.99	6.52%
01	6546	37,067.08	1,896.54	5.12%
01	6680	40,816.85	2,204.38	5.40%
01	6685	43,557.17	2,172.45	4.99%
01	6690	15,061.01	938.99	6.23%
01	7210	59,922.53	160.44	0.27%
01	7366	162,488.62	15,082.68	9.28%
01	7368	41,860.68	3,868.16	9.24%
01	7810	931,924.39	90,895.50	9.75%
01	9010	219,003.24	8,207.58	3.75%
11	6391	13,843.73	1,287.47	9.30%
12	5035	53,390.91	4,965.35	9.30%
12	5055	71,595.13	6,658.35	9.30%
12	6054	14,608.46	1,358.59	9.30%
12	6057	114,103.05	9,790.92	8.58%
12	6102	17,550.73	1,684.93	9.60%
12	6127	67,051.83	5,247.63	7.83%

Unaudited Actuals
FINANCIAL REPORTS
2023-24 Unaudited Actuals
Summary of Unaudited Actual Data Submission

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency , please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination	MOE Met
	If MOE Not Met, the 2025-26 apportionment may be reduced by the lesser of the following two percentages:	
	MOE Deficiency Percentage - Based on Total Expenditures	0.00%
	MOE Deficiency Percentage - Based on Expenditures Per ADA	60.79%
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1	\$879,946.49
	Adjusted Appropriations Limit	\$945,739.08
	Appropriations Subject to Limit	\$945,739.08
	These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7907 and EC 1629.	
ICR	Preliminary Proposed Indirect Cost Rate	
	Fixed-with-carry-forward indirect cost rate for use in 2025-26 subject to CDE approval.	

UNAUDITED ACTUAL FINANCIAL REPORT:

To the Superintendent of Public Instruction:

2023-24 UNAUDITED ACTUAL FINANCIAL REPORT. This report is hereby prepared and filed by the County Superintendent of Schools pursuant to Education Code sections 41010 and 1628.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Cindy Blanchard _____

Name

Chief Business Official _____

Title

530-623-2861 _____

Telephone

cblanchard@tcoek12.org _____

E-mail Address

Hi all, this spreadsheet is designed to collect first-day enrollment data from every district/school site in Trinity County. Please populate the row(s) pertaining to your district.

If a school site is listed but not operating this year, please fill the row with BLACK.

If you need to add a school site, please add a row and populate the firsts-day enrollment numbers.

**** Note:** Please populate the TK coulumn with a number.

**** Make sure to populate the first column with the first date of school.**

First Day	School	TK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
8/26/2024	Burnt Ranch	5	10	10	6	8	10	10	6	9	11					85
8/19/2024	Coffee Creek	0	0	1	1	0	0	3	0	0	0					5
8/20/2024	Douglas City	7	11	17	16	20	22	14	19	16	19					161
8/19/2024	Junction City	4	9	5	2	5	5	11	8	3	13					65
8/20/2024	Lewiston	4	9	11	7	8	9	10	2	6	2					68
8/26/2024	Trinity Center	0	1	2	0	2	0	1	1	2	4					13
8/20/2024	Trinity Alps Unified															
	Trinity High School											83	68	78	75	304
	Alps View											0	2	7	8	17
	Weaverville/TPA	9	26	30	34	30	26	31	44	47	33					310
8/21/2024	Mountain Valley Unified															
	Hayfork Elem.	0	23	27	29	27	30	32	27	24	23					241
	Hayfork High School											23	26	23	24	96
	Valley High School											0	1	0	2	3
9/3/2024	Southern Trinity Jt Unified															
	Van Duzen Elem.	4	2	6	6	7	4	11	4	6	7					57
	Hoaglin-Zenia Elem.		2	2	1	1	1		1	1						9
	S. Trinity High Sch.											0	1	3	3	7
	Mt. Lassic High															
8/20/2024	R.I.S.E. (Trinity Co Community)	NA	NA	NA	NA	NA	NA	NA	NA	1	0	0	0	2	0	3
8/21/2024	CHYBA											23	24	38	30	115

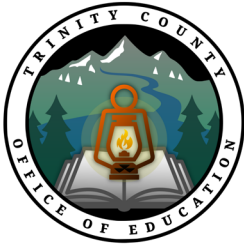
	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA	2022-23 Actual			2023-24 Actual		
(Actual Appropriations Limit and Gann ADA are from COE's prior year Gann data reported to the CDE. LCFF data are from the prior year Annual County LCFF Calculation funding exhibit.)						
PRIOR YEAR APPROPRIATIONS LIMIT						
1. Program Portion of Prior Year Appropriations Limit (A3 times [A6 divided by (A6 plus A7)], not to exceed A6) Excess is added to Other Services portion.	58,312.73		58,312.73			58,490.36
2. Other Services Portion of Prior Year Appropriations Limit (A3 minus A1)	884,568.60		884,568.60			887,263.19
3. TOTAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D16, PY column)	942,881.33		942,881.33			945,753.55
PRIOR YEAR GANN ADA						
4. Program ADA (Preload/Line B3, PY column)	12.94		12.94			12.35
5. Other ADA (Preload/Line B4, PY column)	1,448.62		1,448.62			12.00
PRIOR YEAR LCFF						
6. LCFF Alternative Education Grant (Preload/Line A28, Alternative Education Grant, prior year Annual County LCFF Calculation)	253,071.00		253,071.00			253,071.00
7. LCFF Operations Grant, (Preload/Line A1, Operations Grant, prior year Annual County LCFF Calculation)	3,838,933.00		3,838,933.00			3,838,933.00
ADJUSTMENTS TO PRIOR YEAR LIMIT AND ADA	Adjustments to 2022-23			Adjustments to 2023-24		
ADJUSTMENTS TO PRIOR YEAR LIMIT						
8. Reorganizations and Other Transfers						
9. Temporary Voter Approved Increases						
10. Less: Lapses of Voter Approved Increases						
11. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A8 plus A9 minus A10)			0.00			0.00
12. Adjustments to Program Portion ([Lines A1 divided by A3] times Line A11)	0.00		0.00	0.00		0.00
13. Adjustments to Other Services Portion (Lines A11 minus A12)			0.00			0.00
ADJUSTMENTS TO PRIOR YEAR ADA						
(Only for reorganizations and other transfers, and only if adjustments to the appropriations limit amounts are entered in Line A8 or A12 above)						
14. Adjustments to Program ADA						
15. Adjustments to Other ADA						

	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
B. CURRENT YEAR GANN ADA	2023-24 Annual Report			2024-25 Annual Estimate		
CURRENT YEAR PROGRAM ADA						
Unaudited actuals data should tie to Principal Apportionment Data Collection attendance reports and include ADA for charter schools reporting with the COE						
1. Total County Program ADA (Form A, Line B1d)	12.35		12.35	12.35		12.35
2. Total Charter Schools ADA (Form A, Line C2d plus C6d)	0.00		0.00	0.00		0.00
3. Total Current Year ADA (Lines B1 through B2)	12.35	0.00	12.35	12.35	0.00	12.35
	2023-24 P2 Report			2024-25 P2 Estimate		
CURRENT YEAR DISTRICT ADA			12.00			12.00
4. Total District Gann ADA (Sum of all District Form GANN, Line B3)			12.00			12.00
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE	2023-24 Actual			2024-25 Budget		
AID RECEIVED						
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	6,990.24		6,990.24	3,496.00		3,496.00
2. Timber Yield Tax (Object 8022)	1,099.52		1,099.52	723.00		723.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	955,921.64		955,921.64	644,298.00		644,298.00
5. Unsecured Roll Taxes (Object 8042)	21,170.49		21,170.49	20,259.00		20,259.00
6. Prior Years' Taxes (Object 8043)	1,275.70		1,275.70	0.00		0.00
7. Supplemental Taxes (Object 8044)	12,949.64		12,949.64	42,689.00		42,689.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Receipts from County Bd. of Supervisors (Object 8070)	0.00		0.00	0.00		0.00
11. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
12. Comm. Redevelopment Funds (Objects 8047 & 8625)	0.00		0.00	0.00		0.00
13. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
14. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
15. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
16. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
17. TOTAL TAXES AND SUBVENTIONS						

	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
(Lines C1 through C16)	999,407.23	0.00	999,407.23	711,465.00	0.00	711,465.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
18. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)						
19. TOTAL LOCAL PROCEEDS OF TAXES (Lines C17 plus C18)	999,407.23	0.00	999,407.23	711,465.00	0.00	711,465.00
EXCLUDED APPROPRIATIONS						
20a. Medicare (Enter federally mandated amounts only from objs. 3301 and 3302; do not include negotiated amounts)			72,541.86			76,060.27
20b. Qualified Capital Outlay Projects						
OTHER EXCLUSIONS						
21. Americans with Disabilities Act						
22. Unreimbursed Court Mandated Desegregation Costs						
23. Other Unfunded Court-ordered or Federal Mandates						
24. TOTAL EXCLUSIONS (Lines C20 through C23)			72,541.86			76,060.27
STATE AID RECEIVED (Funds 01, 09, and 62)						
25. LCFF - CY (objects 8011 and 8012)	4,582,867.00		4,582,867.00	4,285,667.00		4,285,667.00
26. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	2,171.11		2,171.11	0.00		0.00
27. TOTAL STATE AID RECEIVED (Line C25 plus C26)	4,585,038.11	0.00	4,585,038.11	4,285,667.00	0.00	4,285,667.00
DATA FOR INTEREST CALCULATION						
28. Total Revenues (Funds 01, 09 & 62, objects 8000-8799)	10,908,460.63		10,908,460.63	8,770,989.00		8,770,989.00
29. Total Interest and Return on Investments (Funds 01, 09, and 62, objects 8660 and 8662)	202,339.07		202,339.07	202,339.07		202,339.07
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A12)			58,312.73			58,490.36
2. Inflation Adjustment			1.0444			1.0362
3. Program Population Adjustment (Lines B3 divided by [A4 plus A14]) (Round to four decimal places)			0.9544			1.0000
4. PRELIMINARY PROGRAM LIMIT (Lines D1 times D2 times D3)			58,124.69			60,607.71
5. Revised Prior Year Other Services Limit						

	2023-24 Calculations			2024-25 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
(Lines A2 plus A13)			884,568.60			887,263.19
6. Inflation Adjustment			1.0444			1.0362
7. Other Services Population Adj. (Lines B4 divided by [A5 plus A15]) (Round to four decimal places)			Line D7: This is a significant change in the limit. Please confirm the amounts in A5, A15, and B4 0.0083			1.0000
8. PRELIMINARY OTHER SERVICES LIMIT (Lines D5 times D6 times D7)			7,667.90			919,382.12
9. PRELIMINARY TOTAL APPROPRIATIONS LIMIT (Lines D4 plus D8)			65,792.59			979,989.83
APPROPRIATIONS SUBJECT TO THE LIMIT						
10. Local Revenues Excluding Interest (Line C19)			999,407.23			711,465.00
11. Preliminary State Aid Calculation						
a. Maximum State Aid in Local Limit (Lesser of Line C27 or [Lines D9 minus D10 plus C24]; if negative, then zero)			0.00			344,585.10
12. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Lines C29 divided by [C28 minus C29] times [D10 plus D11a])			18,888.18			24,937.44
b. Total Local Proceeds of Taxes (Lines D10 plus D12a)			1,018,295.41			736,402.44
13. State Aid in Proceeds of Taxes (lesser of Line D11a or [Lines D9 minus D12b plus C24]; if negative, then zero)			0.00			319,647.65
14. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D12b)			1,018,295.41			
b. State Subventions (Line D13)			0.00			
c. Less: Excluded Appropriations (Line C24)			72,541.86			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D14a plus D14b minus D14c)			945,753.55			
15 Adjustments to the Limit Per						

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Trinity County Office of Education

Sarah E. Supahan

Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256
(530) 623-2861 • FAX (530) 623-4489
<https://www.tcoek12.org>

TRINITY COUNTY OFFICE OF EDUCATION RESOLUTION 24-25-07 RESOLUTION FOR ADOPTING THE “GANN” LIMIT

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann Limit for the 2023-2024 fiscal year and a projected Gann Limit for the 2024-2025 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2023-2024 and 2024-2025 fiscal years are made in accord with applicable constitutional and statutory law:

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2023-2024 and 2024-2025 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

AYES: _____

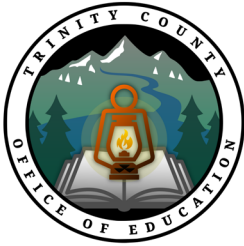
NOES: _____

ABSENT: _____

ABSTAINED: _____

Date: _____

Sally Aldinger, President
Trinity County Board of Education



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256
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Resolution No. 24-25-06

Resolution of the Trinity County Board of Education in Support of Proposition 2: Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024

WHEREAS, the California Constitution, Article IX, Section 1, recognizes the vital role that public education plays in the success of our state, stating, "A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the Legislature shall encourage by all suitable means the promotion of intellectual, scientific, moral, and agricultural improvement";

WHEREAS, Article IX, Section 5 of the California Constitution mandates that the state provide for and support a free public education for all students;

WHEREAS, small and rural schools and school districts across California continue to face challenges with respect to funding the necessary improvements to, maintenance of, and repair of their aging facilities;

WHEREAS, the State has exhausted its school facility program funds and cannot provide the State match for almost \$3.5 billion in projects which qualify for state aid;

WHEREAS, the School Districts in Trinity County have in excess of \$50,000,000 in maintenance, repairs and new facility needs to meet the educational needs of its student population, some of which may qualify and be partially funded by State bonds;

WHEREAS, Proposition 2 the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*, provides for renovation of aging schools, upgrade of existing classrooms, construction of new classrooms to accommodate growth, Career Technical Education facilities to provide job training to meet the workforce needs of

California employers, testing and remediation of lead levels in water at school sites, disaster assistance, replacement of 75-year-old buildings, adding essential facilities like libraries and multipurpose rooms, mitigating the effects of higher average temperatures, and assistance for small and low-wealth school districts;

WHEREAS, Proposition 2 provides significant support for small and low-wealth school districts, including a sliding scale for modernization project funding, increasing the state's share of costs for districts with lower assessed property values and a higher share of low-income, English learner, or foster youth students;

WHEREAS, school districts need state financial support to implement new mandates and initiatives such as universal Transitional Kindergarten, Expanded Learning, on-site cooking and meal preparation, later secondary school start times, and solar power generation and storage;

WHEREAS, quality 21st Century school facilities designed for today's and tomorrow's students enhance academic achievement and further the State's academic goals;

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment;

WHEREAS, these jobs will be created throughout California and will include almost all building trades;

WHEREAS, the Local Control Funding Formula provides funding for educational services for all students, but does not provide dedicated facilities funding;

WHEREAS, Proposition 2, the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024* provides important provisions to support small and rural school district's access to state facility program funds;

WHEREAS, Proposition 2, the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024* will not raise State taxes;

WHEREAS, Proposition 2, the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024* enhances public accountability and transparency for the use of its proceeds; and

WHEREAS, Proposition 2, the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024* State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the Trinity County Board of Education and the Trinity County Office of Education support Proposition 2, the *Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024*.

APPROVED AND ADOPTED by the Trinity County Board of Education at a regularly scheduled board meeting held on the _____ day of _____ 2024, in Trinity County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Sally Aldinger

President of the Governing Board

Date



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256
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TRINITY COUNTY OFFICE OF EDUCATION SUFFICIENCY OF INSTRUCTIONAL MATERIALS Trinity County Office of Education R.I.S.E. Academy

RESOLUTION # 24-25-08

Whereas, the Trinity County Board of Education, in order to comply with the requirements of *Education Code Section 60119*, held a public meeting on September 18, 2024, which is on or before the eighth week of school and which did not take place during school hours, and;

Whereas, the Board of Education provided at least 10 days' notice of the public meeting posted in at least three public places within the district that stated the time, place, and purpose of the meeting, and;

Whereas, the Board of Education encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public meeting, and;

Whereas, information provided at the public meeting and to the Board of Education at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the county office of education, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, in **mathematics, science, history-social science, and English/Language Arts**, including English language development component of an adopted program, that are aligned to the academic content standards and are consistent with the cycles and content of the curriculum frameworks, and;

Therefore, it is resolved that for the 2024-2025 school year, the Trinity County Office of Education has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Ayes: _____ Noes: _____ Absent: _____ Abstain: _____

President of the Board

Date



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Trinity County Office of Education (53 10538 0000000)

[Home](#)[Data Entry Forms](#)[Certification Preview](#)[Certify Data](#)[Reports](#)[Users](#)[Contacts](#)[FAQs](#)[Data Entry Instructions](#)

2023–24 Application for Funding

Required fields are denoted with an asterisk (*).

NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms, as well.

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year:



District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year:



Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

* **Title I, Part A (Basic Grant):** ☐ No ☒ Yes
ESSA Sec. 1111 et seq.
SACS 3010

* **Title II, Part A (Supporting Effective Instruction):** ☐ No ☒ Yes
ESEA Sec. 2104
SACS 4035

Title II, Part A funds used through the Alternative Fund Use Authority (AFUA): ☒ No ☐ Yes
Section 5211 of ESEA

* **Title III English Learner:** ☒ No ☐ Yes
ESEA Sec. 3102
SACS 4203

* **Title III Immigrant:** ☒ No ☐ Yes
ESEA Sec. 3102
SACS 4201

* **Title IV, Part A (Student and School Support):** ☐ No ☒ Yes
ESSA Sec. 4101
SACS 4127

Title IV, Part A funds used through the Alternative Fund Use Authority (AFUA): ☒ No ☐ Yes
Section 5211 of ESEA

Title V, Part B Subpart 1 Small, Rural School Achievement Grant: ☐ No ☒ Yes
ESSA Sec. 5211 SACS 5810

Title V, Part B Subpart 2 Rural and Low-Income Grant:
ESSA Sec. 5221 SACS 4126

☒ No ☐ Yes

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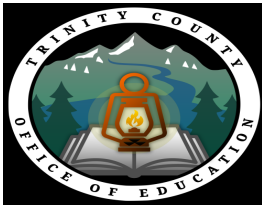
Save

Return to List

Consolidated Application Support Desk, Education Data Office | ConAppSupport@cde.ca.gov | 916-319-0297
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)



Trinity County Office Of Education
2024/2025
General Fund 01- August 31, 2024

Beginning Balance \$ 3,111,514

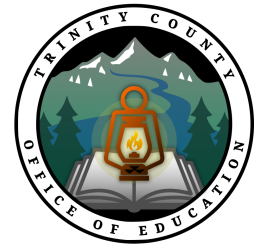
	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
<u>Revenue Accounts</u>				
Local Control Funding Formula	\$ 4,729,400	\$ 434,024	\$ 4,295,376	9.18%
Federal Revenues	\$ 155,256	\$ -	\$ 155,256	0.00%
Other State	\$ 2,544,332	\$ 30,444	\$ 2,513,888	1.20%
Other Local	\$ 1,345,325	\$ 124	\$ 1,345,201	0.01%
Total Revenues	\$ 8,774,313	\$ 464,592	\$ 8,309,721	5.29%

<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 1,509,999	\$ 187,326	\$ 1,322,673	12.41%
Classified Personnel Salaries	\$ 2,676,959	\$ 339,017	\$ 2,337,942	12.66%
Employee Benefits	\$ 1,992,375	\$ 224,777	\$ 1,767,598	11.28%
Books & Supplies	\$ 420,407	\$ 43,028	\$ 377,379	10.23%
Services & Other Operating Srv	\$ 1,586,252	\$ 237,903	\$ 1,348,349	15.00%
Capitol Outlay	\$ 209,486	\$ 108,093	\$ 101,393	51.60%
CHYBA Funds Transfer	\$ 225,000	\$ -	\$ 225,000	0.00%
Pass Thru to Districts	\$ 951,760	\$ -	\$ 951,760	0.00%
Indirect Costs	\$ (16,607)	\$ -	\$ (16,607)	0.00%
Total Expenses	\$ 9,555,631	\$ 1,140,144	\$ 8,415,487	11.93%

Transfers In, Retiree Ins	\$ 49,744	\$ -	\$ 49,744
Transfers Out	\$ 500,000	\$ -	\$ 500,000

Budget for Rev/Exp \$ (1,231,574)

Net Ending Balance \$ 1,879,940



September 10, 2024

To: Fabio Robles, Trinity County Superintendent of Schools
Cindy Blanchard, Chief Business Official

From: Jeff Morris, Facilities Fiscal Analyst

Re: Current Status re School Facilities Projects

COUNTYWIDE

2024 Statewide School Facilities Bond: **Update:** Supporting resolution sent to all school districts. If this passes it will establish a new statewide funding source (first since 2015) that will also prioritize school districts with vulnerable populations.

Behavioral Health Facilities Funding: **Update:** Discussed with TCBHS and they have sent us a draft agreement for initial review.

CAL OES Hazard Mitigation Plan Development: **Update:** TCRCD (contractor for plan development) is underway and on time with plan development so far. Public Outreach portion will begin in October 2024.

Universal Pre-Kindergarten (UPK) Facilities: No new updates other than district detail

General Plan Update: TCOE continues to track the process.

Extreme Heat Grant Opportunity: Initial award announcements are expected in September 2024.

Digital 299: **Update:** Fabio Robles and Jeff Morris received update directly from Connie Stewart who has been the regional point person for the project. System activation expected January 2025.

KEY CAMPUS STATUS (RECENT AND UPCOMING MAJOR PROJECT SITES)

BURNT RANCH

- Discussions and planning continue for future TK facilities with Persinger Architects.

CHYBA (California Heritage Youth Build Academy): While the funding for the design of the new campus has been received, CHYBA is also working on securing new temporary facilities for part (or all) of it's current operations in the interim including a likely relocation to the former Liberty School facility on Hartnell Avenue.

In terms of the larger project, CHYBA believes they have also secured funding via a CDBG grant with the City of Redding to facilitate leaseholder improvements to existing facilities on the new site (and a long-term lease) while also working on the design / construction for the new facilities on the same site.

Maintaining student enrollment (and curriculum continuity) during this transition period is a significant priority for the organization.

COFFEE CREEK

District has issued an RFQ (Request for Qualifications) to find an architect to begin assessing campus and to develop initial concepts for potential kitchen upgrade.

DOUGLAS CITY

- *UPK Facilities Application*: Project is moving forward. Architect has direction to proceed with design and bid package will be sent out to modular building manufacturers.
- *Shade Structure*: **Update:** Project is complete and awaiting formal DSA sign off.
- *Asphalt Resurfacing*: **Update:** Project is complete
- *Behavioral Health Project*: See overview at beginning of report

JUNCTION CITY

- *Water System Replacement* – **Update:** PACE Engineering submitted application for full implementation funding (\$ 1 million +). It will take some time for that to wend its way through the state review process.
- *UPK Facility* – **Update:** Designs have been approved by DSA and the construction project is out for bid. Once bids are received we may have to re-approach OPSC if allocated funding is not sufficient.
- *Future Modernization* – No new news.
- *Behavioral Health Project*: See overview at beginning of report
- *HVAC* – **Update:** Awaiting results from Extreme Heat Grant proposal in September 2024.

LEWISTON

- *Universal Pre-Kindergarten* – **Update:** Project is not yet complete. Final (hopefully) punch walk was conducted on 09.05. Current expectation is completion by week of 09.16.
- *ESSER III / HVAC / Electrical* – **Update:** New systems are installed but awaiting Air Circulation units that will be installed on evenings / weekends over the next few weeks.
- *Additional Projects, Modernization Funds, etc.* – **Update:** TCOE staff is working with LESD staff and board members to review overall short- and long-term steps for improving the overall campus. Due to limited current staff capacity, board members are stepping in to fill some of the facility planning gaps.

MOUNTAIN VALLEY

- No new news

SOUTHERN TRINITY

- *HVAC replacement (CAL Shape – California Energy Commission):* **Update:** We have received word that the Cal Shape program has been discontinued. District will need to bid for and install CO2 sensors and other required equipment to draw down the 2nd half of the funding.
- *Architect Recruitment, Facilities Master Planning, ESSER Projects:* **Update:** Semingson finalizing survey info. TCOE awaiting Semingson review of new survey format.

TRINITY ALPS

- *Extreme Heat Grant:* Trinity Alps was able to submit their own application.

TRINITY CENTER

- **TK and Kitchen Remodels:** **Update:** Bid package released and responses are due on 09.25

TRINITY COUNTY OFFICE OF EDUCATION

- *Overall TCOE Campus:* TCOE staff is taking an initial look at our current campus, future projections for both staffing levels and programs, and how all of that informs future TCOE facilities needs and configuration. **Update:** Fabio, Jeff and Trinity County CAO Trent Tutthill will meet with architect Lee Salin from ABA (<https://aba-arch.com/>), his strategic planning team in early October to prep for future larger meeting.