

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES**

AGENDA

The Hanford Joint Union High School District is an educational community committed to providing all students a competitive education with multiple learning opportunities in a safe, orderly environment fully equipped to teach 21st century skills. As a learning community, we strive to improve student achievement, to be responsive to community needs and to foster accountability for all.

BOARD OF TRUSTEES – Regular Meeting
Tuesday, August 11, 2026

5:30PM – Closed Session
6:00PM – Open Session

Hanford Joint Union High School District Office
300 W. 6th St.
Hanford, CA 93230

The public is welcome to attend HJUHS Board of Trustees' meetings in-person. In addition, should overflow space be necessary, the meeting may be viewed on the monitor located in the district office reception area.

I. CALL TO ORDER

A. COMMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS

Note: Members of the public may address the Board regarding items on the Closed Session Agenda prior to the Board's adjournment into Closed Session. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes.

II. ADJOURN TO CLOSED SESSION

A. PERSONNEL

1. Public Employee Appointment (Certificated) (GC 54957)
2. Public Employee Appointment (Classified) (GC 54957)
3. Public Employee Discipline/Dismissal/Release (Certificated) (GC 54947)

B. STUDENT MATTERS

1. Consideration of Student Expulsions (EC 35146; 48912; 48918)

III. RECONVENE TO OPEN MEETING, FLAG SALUTE AND WELCOME – 6:00PM

IV. REPORTS / BUSINESS

A. REPORT OF CLOSED SESSION

B. COMMENTS FROM THE STAFF

C. COMMENTS FROM THE PUBLIC

Note: Members of the public may address the Board regarding any agenda item or other item within the subject matter jurisdiction of the Board. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes. Board members may engage in limited discussion of non-agenda items or issues raised during public comments, to briefly ask clarifying questions, make a brief announcement, report on their own activities, or to refer the matter to staff.

D. CORRESPONDENCE

Action

E. CONSENT AGENDA

The purpose of the Consent Agenda is to group items which may be approved routinely. Items on the Consent Agenda may be individually addressed or removed from the Consent Agenda at the request of a Trustee or any member of the public.

- | | |
|---|--------|
| 1. Student Expulsions: 25-35; 25-36; 25-37; 25-38; 25-39 | Whaley |
| 2. Warrants – Payment of Warrant Requests: 07/28/2026; 07/31/2026; 08/07/2026 | Creech |
| 3. Minutes of Regular Board Meeting: 07/28/2026 | Rosa |
| • Board Discussion/Consideration | |

F. SUPERINTENDENT'S REPORT

Info Only
Information
Information
Action

- | | |
|---|-------------|
| 1. Presentation: From Data to Direction | Rosa/Peters |
| 2. Board Policy Updates | Rosa |
| 3. Board Policy Deletion | Rosa |
| 4. Board Calendar 2027/2028 | Rosa |
| • Board Discussion/Consideration | |

- | | | |
|-------------|--|------|
| Info/Action | 5. Agreements Signed by Superintendent <ul style="list-style-type: none"> ➤ TCOE – Educational Resource Services Agreement ➤ Central California Investigations LLC <ul style="list-style-type: none"> • Board Discussion/Consideration | Rosa |
|-------------|--|------|

G. FINANCIAL REPORT

- | | | |
|-------------|---|----------|
| Info Only | 1. Bond Update | Fagundes |
| Info/Action | 2. Resolution 26-16: Authorizing Filing of Application(s) for State Allocation Board-Administered Career Technical Education Facilities Program for the Hanford Joint Union High School District <ul style="list-style-type: none"> • Board Discussion/Consideration | Creech |
| Info/Action | 3. Lighting Upgrade Project <ul style="list-style-type: none"> • Board Discussion/Consideration | Creech |

H. ADMINISTRATIVE SERVICES / HUMAN RESOURCES

- | | | |
|-------------|---|--------|
| Information | 1. Fall Coaching Assignment for 2026-27 | Whaley |
| Info/Action | 2. Personnel Assignments <ul style="list-style-type: none"> • Board Discussion/Consideration | Whaley |

I. MAINTENANCE, OPERATIONS AND TRANSPORTATION REPORT

Stidman

V. BOARD CALENDAR

Rosa

VI. BOARD INFORMATION/DISCUSSIONS

Martella

A. BOARD COMMITTEE REPORTS AND UPDATES

VII. ADJOURNMENT

Martella

NOTICE: The District adheres to the American with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Sheri Salazar, Administrative Assistant to the Superintendent (559.583.5901, ext. 3101). All reasonable efforts will be made to accommodate those with disabilities.
Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 823 W. Lacey Blvd., Hanford, CA 93230 during normal business hours. In addition, such writings and documents may be posted on the District's web site at www.hjuhsd.k12.ca.us.

Consent Agenda #1

AGENDA: Action

TOPIC: Student Expulsions

DESCRIPTION: Consideration of Student Expulsions on Case No.:
25-35; 25-36; 25-37; 25-38; 25-39

RECOMMENDATION: Administration recommends approval of this item as presented.

Consent Agenda #2

AGENDA: Action

TOPIC: Warrants

DESCRIPTION: Payment of Warrant Requests dated:
07/28/2026; 07/31/2026; 08/07/2026

RECOMMENDATION: Administration recommends approval of this item as presented.

Requested By: Cestanislao

For Payments Due By 7/28/2026

07/27/2026

3:37:31PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--TY	P/F	Amount	Use Tax Amount Taxable	Amount Tax
868 HANFORD JT UNION HS DISTRICT BENEFIT FD								
PV - 270075		07/28/2026	JULY 2026 BENEFIT	6700-0000-0-0000-93000-761900-000-0000		\$395,068.61	\$0.00	\$0.00
Description:		JULY 2026 HEALTH BENEFITS						
Total Amount for Warrant						\$395,068.61	\$0.00	\$0.00
Total Amount Per Vendor						\$395,068.61	\$0.00	\$0.00
2053 WALMART								
LB - 26122		06/11/2026	28299D8A	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26122		06/11/2026	BE63FFCD	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26122		06/11/2026	9468DABA	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26122		06/11/2026	C49879CC	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26123		06/24/2026	652D35F8	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26123		06/24/2026	81901376	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26123		06/24/2026	025DFCC3	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
LB - 26123		06/24/2026	BA8571E8	0100-0000-0-1110-27000-430000-096-0000	F	\$51.96	\$0.00	\$0.00
Description:		SUPPLIES HW						
Total Amount for Warrant						\$415.68	\$0.00	\$0.00
Total Amount Per Vendor						\$415.68	\$0.00	\$0.00
Total Amount of all Payments							\$395,484.29	
Total Number of Checks to print:			2	\$395,484.29		Use Tax		
Total Number of Credit Card Payments:			0			Taxable Amount	Tax Amount	
Total Transfer for Use Tax						\$0.00	\$0.00	

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
5089 AAA QUALITY SERVICES INC								
*	LB - 26120	05/30/2026	00365812	0100-0000-0-1135-10000-580000-018-0095	F	\$452.63	\$0.00	\$0.00
	Description: RENTAL SERVICE SP							
Total Amount of Payment						\$452.63	\$0.00	\$0.00
Total Amount Per Vendor						\$452.63	\$0.00	\$0.00
7974 ACSA								
	PO - 20270327	07/22/2026	INV000190243	0100-0332-0-1110-27000-520000-096-0000	F	\$800.00	\$0.00	\$0.00
	Description: ACSA SUMMIT REGISTRATION							
Total Amount for Warrant						\$800.00	\$0.00	\$0.00
Total Amount Per Vendor						\$800.00	\$0.00	\$0.00
12160 ADAME, ESTELA								
	PV - 270085	06/27/2025	OUTLAWED WARF	0100-0199-0-0000-00000-869900-000-0000		\$3.36	\$0.00	\$0.00
	Description: OUTLAWED WARRANT #12781475. 2ND ATTEMPT							
Total Amount for Warrant						\$3.36	\$0.00	\$0.00
Total Amount Per Vendor						\$3.36	\$0.00	\$0.00
7226 AT&T								
	PV - 270084	07/20/2026	25567185	0100-0000-0-0000-82000-590010-033-0000		\$315.24	\$0.00	\$0.00
	Description: MONTHLY CHARGE							
Total Amount for Warrant						\$315.24	\$0.00	\$0.00
Total Amount Per Vendor						\$315.24	\$0.00	\$0.00
6676 ATKINSON ANDELSON LOYA RUUD & ROMO								
	LB - 26128	06/30/2026	797271	0100-0000-0-0000-71500-580010-018-0000	F	\$1,525.13	\$0.00	\$0.00
	Description: LEGAL SERVICES JUNE 2026							
Total Amount for Warrant						\$1,525.13	\$0.00	\$0.00
Total Amount Per Vendor						\$1,525.13	\$0.00	\$0.00
12155 BARBA, JORDAN								
	PV - 270086	06/24/2025	OUTLAWED WARF	0100-0199-0-0000-00000-869900-000-0000		\$61.90	\$0.00	\$0.00
	Description: OUTLAWED WARRANT #12781485. 3RD AND FINAL							
Total Amount for Warrant						\$61.90	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$61.90	\$0.00	\$0.00
567 BLICK ART MATERIALS								
PO - 20270073		07/13/2026	8396964	0100-0308-0-1110-10000-430000-094-8109	P	\$4,329.70	\$0.00	\$0.00
Description:	SUPPLIES HH							
PO - 20270073		07/28/2026	8495694	0100-0308-0-1110-10000-430000-094-8109	P	\$94.89	\$0.00	\$0.00
Description:	SUPPLIES HH							
PO - 20270162		07/15/2026	8409283	0100-0308-0-1133-10000-430000-096-8109	P	\$78.59	\$0.00	\$0.00
Description:	SUPPLIES HW							
PO - 20270162		07/06/2026	8351668	0100-0308-0-1133-10000-430000-096-8109	P	\$2,691.03	\$0.00	\$0.00
Description:	SUPPLIES HW							
Total Amount for Warrant						\$7,194.21	\$0.00	\$0.00
Total Amount Per Vendor						\$7,194.21	\$0.00	\$0.00
5558 BRENNTAG PACIFIC INC.								
PO - 20270440		07/06/2026	BPI614932	0100-0000-0-0000-82000-430000-071-0000	P	\$1,384.30	\$0.00	\$0.00
Description:	HH POOL							
PO - 20270440		07/23/2026	BPI619148	0100-0000-0-0000-82000-430000-071-0000	P	\$925.34	\$0.00	\$0.00
Description:	HH POOL							
PO - 20270441		07/01/2026	BPI614119	0100-0000-0-0000-82000-430000-063-0000	P	\$775.97	\$0.00	\$0.00
Description:	SP POOL							
PO - 20270441		07/15/2026	BPI617065	0100-0000-0-0000-82000-430000-063-0000	P	\$895.30	\$0.00	\$0.00
Description:	SP POOL							
PO - 20270441		07/06/2026	BPI614931	0100-0000-0-0000-82000-430000-063-0000	P	\$3,813.60	\$0.00	\$0.00
Description:	SP POOL							
PO - 20270441		07/23/2026	BPI619146	0100-0000-0-0000-82000-430000-063-0000	P	\$3,636.00	\$0.00	\$0.00
Description:	SP POOL							
PO - 20270442		07/15/2026	BPI617066	0100-0000-0-0000-82000-430000-038-0000	P	\$1,702.58	\$0.00	\$0.00
Description:	HW POOL							
PO - 20270442		07/23/2026	BPI619147	0100-0000-0-0000-82000-430000-038-0000	P	\$2,361.11	\$0.00	\$0.00
Description:	HW POOL							
Total Amount for Warrant						\$15,494.20	\$0.00	\$0.00
Total Amount Per Vendor						\$15,494.20	\$0.00	\$0.00

11307 BRIGAD LLC

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
11307 BRIGAUD LLC								
	PO - 20270040	07/01/2026	1870	1300-5310-0-0000-37000-580000-018-0000	P	\$6,875.00	\$0.00	\$0.00
	Description: Nutrition Services							
Total Amount for Warrant						\$6,875.00	\$0.00	\$0.00
Total Amount Per Vendor						\$6,875.00	\$0.00	\$0.00
9596 BSN SPORTS LLC								
	LB - 26121	07/10/2026	934555011	0100-1100-0-1135-10000-430000-065-0000	F	\$7,167.68	\$0.00	\$0.00
	Description: CUSTOM ITEMS ATHLETICS SP							
Total Amount for Warrant						\$7,167.68	\$0.00	\$0.00
Total Amount Per Vendor						\$7,167.68	\$0.00	\$0.00
11939 C.J. HAMMER PUMP AND MACHINERY CO.								
	LB - 26124	07/20/2026	15498	0100-8150-0-0000-81100-560000-014-0000	P	\$7,426.82	\$0.00	\$0.00
	Description: REPAIRS SP							
	LB - 26124	07/20/2026	15476	0100-8150-0-0000-81100-560000-014-0000	F	\$122,227.96	\$0.00	\$0.00
	Description: REPAIRS SP							
Total Amount for Warrant						\$129,654.78	\$0.00	\$0.00
Total Amount Per Vendor						\$129,654.78	\$0.00	\$0.00
12323 CANDI L ZARATE								
	LB - 26126	03/11/2026	02/13-03/10/2026	0100-0000-0-1150-10000-520000-018-0000	F	\$8.70	\$0.00	\$0.00
	Description: HOME INSTRUCTION MILEAGE							
Total Amount for Warrant						\$8.70	\$0.00	\$0.00
Total Amount Per Vendor						\$8.70	\$0.00	\$0.00
11967 CANON FINANCIAL SERVICES INC								
	PO - 20270431	07/12/2026	43556409	0900-0000-0-1110-10000-560000-000-0000	F	\$200.26	\$0.00	\$0.00
	Description: HOC COPIER LEASE							
Total Amount for Warrant						\$200.26	\$0.00	\$0.00
Total Amount Per Vendor						\$200.26	\$0.00	\$0.00
11136 CAREERSAFE LLC								
	PO - 20270384	07/28/2026	CS-847764	0100-6387-7-3808-10000-580011-094-0000	F	\$2,800.00	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
11136 CAREERSAFE LLC								
Description: CONSTRUCTION TRAINING HH								
Total Amount for Warrant						\$2,800.00	\$0.00	\$0.00
Total Amount Per Vendor						\$2,800.00	\$0.00	\$0.00
3003 CDW GOVERNMENT LLC, CDW GOVERNMENT								
LB - 26095	05/21/2026	AI9X33K		0100-0000-0-1110-27000-430000-096-0000	F	\$417.67	\$0.00	\$0.00
Description: LED MONITOR HW								
Total Amount for Warrant						\$417.67	\$0.00	\$0.00
Total Amount Per Vendor						\$417.67	\$0.00	\$0.00
11803 CEN CAL BATTERIES								
PO - 20270415	07/07/2026	2983		0100-0333-0-0000-36000-430000-000-0000	P	\$142.67	\$0.00	\$0.00
Description: BATTERIES AND SUPPLIES								
PO - 20270415	07/13/2026	3013		0100-0333-0-0000-36000-430000-000-0000	P	\$1,180.78	\$0.00	\$0.00
Description: BATTERIES AND SUPPLIES								
Total Amount for Warrant						\$1,323.45	\$0.00	\$0.00
Total Amount Per Vendor						\$1,323.45	\$0.00	\$0.00
5917 CENTRAL RESTAURANT PRODUCTS								
* PO - 20270170	07/21/2026	644446		0100-6388-7-3805-10000-430000-096-1847	F	\$3,253.97	\$0.00	\$0.00
Description: REMODEL HW								
Total Amount of Payment						\$3,253.97	\$0.00	\$0.00
Total Amount Per Vendor						\$3,253.97	\$0.00	\$0.00
398 CITY OF HANFORD								
PO - 20270368	07/15/2026	INV-00038216		0900-0000-0-1110-10000-580040-000-0000	F	\$100.00	\$0.00	\$0.00
Description: HOC BANNER								
Total Amount for Warrant						\$100.00	\$0.00	\$0.00
Total Amount Per Vendor						\$100.00	\$0.00	\$0.00
9678 COSCO FIRE PROTECTION INC								
PO - 20270111	07/15/2026	1000786288		0100-8150-0-0000-81100-560000-043-0000	P	\$20,800.00	\$0.00	\$0.00
Description: ANNUAL INSPECTION								

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
9678 COSCO FIRE PROTECTION INC								
PO - 20270111		07/15/2026	1000786258	0100-8150-0-0000-81100-560000-043-0000	F	\$6,900.00	\$0.00	\$0.00
	Description: SPRINKLER INSPECTION							
PO - 20270348		07/15/2026	1000786268	0100-8150-0-0000-81100-560000-043-0000	P	\$2,364.24	\$0.00	\$0.00
	Description: REPAIRS							
Total Amount for Warrant						\$30,064.24	\$0.00	\$0.00
Total Amount Per Vendor						\$30,064.24	\$0.00	\$0.00
12335 CULINARY DEPOT								
PO - 20270242		07/17/2026	3459380	1300-5310-0-0000-37000-430000-094-0000	F	\$1,569.63	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
PO - 20270242		07/17/2026	3459380	1300-5310-0-0000-37000-430000-096-0000	F	\$1,569.62	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
Total Amount for Warrant						\$3,139.25	\$0.00	\$0.00
Total Amount Per Vendor						\$3,139.25	\$0.00	\$0.00
11730 CYBERSOFT TECHNOLOGIES								
PO - 20270313		07/01/2026	9830150	1300-5310-0-0000-37000-580011-094-0000	F	\$1,665.56	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
PO - 20270313		07/01/2026	9830150	1300-5310-0-0000-37000-580011-095-0000	F	\$1,665.56	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
PO - 20270313		07/01/2026	9830150	1300-5310-0-0000-37000-580011-096-0000	F	\$1,665.56	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
PO - 20270313		07/01/2026	9830150	1300-5310-0-0000-37000-580011-052-0000	F	\$1,665.57	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
Total Amount for Warrant						\$6,662.25	\$0.00	\$0.00
Total Amount Per Vendor						\$6,662.25	\$0.00	\$0.00
2950 DAVIS, BETTY								
PV - 270076		07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000		\$608.70	\$0.00	\$0.00
	Description: QUARTERLY MEDICARE REIMBURSEMENT							
Total Amount for Warrant						\$608.70	\$0.00	\$0.00
Total Amount Per Vendor						\$608.70	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Amount Taxable	Amount Tax
530 DAVIS, ROBERT								
	PV - 270077	07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000		\$608.70	\$0.00	\$0.00
	Description: QUARTERLY MEDICARE REIMBURSEMENT							
Total Amount for Warrant						\$608.70	\$0.00	\$0.00
Total Amount Per Vendor						\$608.70	\$0.00	\$0.00
12237 EDWARD DON & COMPANY HOLDINGS, LLC								
	PO - 20270005	07/16/2026	35560194	1300-5310-0-0000-37000-640000-095-0000	F	\$92,952.56	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
	PO - 20270006	07/16/2026	35560194	1300-5310-0-0000-37000-640000-095-0000	F	\$92,952.56	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
	PO - 20270025	07/27/2026	34932572	1300-5310-0-0000-37000-640000-096-0000	F	\$91,982.81	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
	PO - 20270026	07/27/2026	34932571	1300-5310-0-0000-37000-640000-096-0000	F	\$92,147.81	\$0.00	\$0.00
	Description: NUTRITION SERVICES							
Total Amount for Warrant						\$370,035.74	\$0.00	\$0.00
Total Amount Per Vendor						\$370,035.74	\$0.00	\$0.00
666 EMPIRE SUPPLY CO INC								
	PO - 20270093	07/23/2026	1084936	0100-8150-0-0000-81100-430000-043-0000	P	\$489.52	\$0.00	\$0.00
	Description: MATERIALS M.O.T							
Total Amount for Warrant						\$489.52	\$0.00	\$0.00
Total Amount Per Vendor						\$489.52	\$0.00	\$0.00
12258 ENVIROC CLEAN SANITATION SUPPLY								
	PO - 20270214	07/14/2026	0162883	0100-0000-0-0000-82000-430000-043-0000	P	\$1,353.99	\$0.00	\$0.00
	Description: SUPPLIES AND REPAIRS M.O.T							
Total Amount for Warrant						\$1,353.99	\$0.00	\$0.00
Total Amount Per Vendor						\$1,353.99	\$0.00	\$0.00
4853 FONSECA NURSERY								
	PO - 20270265	07/17/2026	000034	0100-0000-0-0000-82000-430000-043-0000	P	\$216.50	\$0.00	\$0.00
	Description: PLANTS AND SUPPLIES M.O.T							
Total Amount for Warrant						\$216.50	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$216.50	\$0.00	\$0.00
11023 GAZLEY, AARON								
PV - 270088		04/15/2024	OUTLAWED WARF	0100-0199-0-0000-00000-869900-000-0000		\$100.00	\$0.00	\$0.00
Description: OUTLAWED WARRANT # 12781514. 3RD AND FINAL								
Total Amount for Warrant						\$100.00	\$0.00	\$0.00
Total Amount Per Vendor						\$100.00	\$0.00	\$0.00
9462 GOLDSMITH, DAVID								
PO - 20270119		07/01/2026	2027-001	0100-0000-0-0000-72000-580000-018-0000	P	\$2,000.00	\$0.00	\$0.00
Description: ERATE CONSULTING SERVICES								
Total Amount for Warrant						\$2,000.00	\$0.00	\$0.00
Total Amount Per Vendor						\$2,000.00	\$0.00	\$0.00
867 HANFORD GLASS INC.								
PO - 20270298		07/08/2026	026707	0100-8150-0-0000-81100-560000-043-0000	P	\$414.44	\$0.00	\$0.00
Description: REPAIRS M.O.T								
PO - 20270298		07/08/2026	026708	0100-8150-0-0000-81100-560000-043-0000	P	\$201.96	\$0.00	\$0.00
Description: REPAIRS M.O.T								
Total Amount for Warrant						\$616.40	\$0.00	\$0.00
Total Amount Per Vendor						\$616.40	\$0.00	\$0.00
10800 HOLLOWAY CONSTRUCTION INC								
PO - 20270158		06/30/2026	2464	2140-0000-0-0000-85000-620020-094-1376	P	\$6,549.06	\$0.00	\$0.00
Description: PAY APP #1 CONCESSION STANDS HH								
PO - 20270158		06/30/2026	2465	2140-0000-0-0000-85000-620020-096-1376	P	\$6,549.06	\$0.00	\$0.00
Description: PAY APP #1 CONCESSION STANDS HW								
PO - 20270158		06/30/2026	2466	2140-0000-0-0000-85000-620020-095-1376	P	\$6,549.06	\$0.00	\$0.00
Description: PAY APP #1 CONCESSION STANDS SP								
Total Amount for Warrant						\$19,647.18	\$0.00	\$0.00
Total Amount Per Vendor						\$19,647.18	\$0.00	\$0.00
5202 HUNTINGTON, SYLVIA								
PV - 270078		07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000		\$852.30	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
5202 HUNTINGTON, SYLVIA								
Description: QUARTERLY MEDICARE REIMBURSEMENT								
Total Amount for Warrant						\$852.30	\$0.00	\$0.00
Total Amount Per Vendor						\$852.30	\$0.00	\$0.00
9685 J & E RESTAURANT SUPPLY INC.								
PO - 20270021	07/24/2026	303149		1300-5310-0-0000-37000-640000-096-0000	F	\$24,404.97	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270021	07/24/2026	303149		1300-5310-0-0000-37000-640000-094-0000	F	\$24,404.96	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270021	07/24/2026	303149		1300-5310-0-0000-37000-640000-095-0000	F	\$24,404.96	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270022	07/24/2026	303148		1300-5310-0-0000-37000-640000-094-0000	F	\$48,015.37	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270022	07/24/2026	303148		1300-5310-0-0000-37000-640000-095-0000	F	\$48,015.37	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270022	07/24/2026	303148		1300-5310-0-0000-37000-640000-096-0000	F	\$48,015.37	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270024	07/27/2026	15981		1300-5310-0-0000-37000-430000-095-0000	F	\$3,685.80	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270059	07/24/2026	303150		1300-5310-0-0000-37000-440000-052-0000	F	\$6,278.50	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270179	07/24/2026	303151		1300-5310-0-0000-37000-430000-094-0000	F	\$7,394.01	\$0.00	\$0.00
Description: NUTRITION SERVICES								
Total Amount for Warrant						\$234,619.31	\$0.00	\$0.00
Total Amount Per Vendor						\$234,619.31	\$0.00	\$0.00
10297 JH TACKETT MARKETING								
PO - 20270048	07/22/2026	903664		1300-5310-0-0000-37000-430000-094-0000	P	\$189.43	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270049	07/22/2026	903664		1300-5310-0-0000-37000-430000-095-0000	P	\$189.44	\$0.00	\$0.00
Description: NUTRITION SERVICES								
PO - 20270050	07/22/2026	903664		1300-5310-0-0000-37000-430000-096-0000	P	\$189.44	\$0.00	\$0.00
Description: NUTRITION SERVICES								

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
10297 JH TACKETT MARKETING								
Total Amount for Warrant						\$568.31	\$0.00	\$0.00
Total Amount Per Vendor						\$568.31	\$0.00	\$0.00
8791 JMP BUSINESS SYSTEMS INC								
*	PO - 20270142	07/21/2026	INST511381	0100-0000-0-0000-72000-430000-018-0000	P	\$358.02	\$0.00	\$0.00
Description: INK CARTRIDGES AND POSTAGE METER								
Total Amount of Payment						\$358.02	\$0.00	\$0.00
Total Amount Per Vendor						\$358.02	\$0.00	\$0.00
6176 KELLER MOTORS								
	PO - 20270311	07/10/2026	5147763	0100-0333-0-0000-36000-560000-000-0000	P	\$19.73	\$0.00	\$0.00
Description: SUPPLIES AND REPAIRS								
Total Amount for Warrant						\$19.73	\$0.00	\$0.00
Total Amount Per Vendor						\$19.73	\$0.00	\$0.00
1139 KINGS COUNTY OFFICE OF EDUC.								
	LB - 26103	06/30/2026	26276	0100-0000-0-0000-74000-580000-024-0000	F	\$695.00	\$0.00	\$0.00
Description: LIVE SCAN JUNE 2026								
	LB - 26130	06/30/2026	26307	0100-0000-0-0000-72000-430000-018-0000	F	\$93.00	\$0.00	\$0.00
Description: TREASURY FEES MAY 2026								
	LB - 26131	06/30/2026	26302	0100-6500-0-5760-11100-580010-018-0000	F	\$22,727.95	\$0.00	\$0.00
Description: 25/26 LEGAL SETTLEMENT								
Total Amount for Warrant						\$23,515.95	\$0.00	\$0.00
Total Amount Per Vendor						\$23,515.95	\$0.00	\$0.00
1143 KINGS COUNTY TROPHY & ENGRAVING								
	PO - 20270192	07/01/2026	20919	0900-1100-0-1110-10000-430000-000-0000	P	\$21.65	\$0.00	\$0.00
Description: HOC DOOR SIGNS								
Total Amount for Warrant						\$21.65	\$0.00	\$0.00
Total Amount Per Vendor						\$21.65	\$0.00	\$0.00
12234 KRAZAN & ASSOCIATES								
	LB - 26125	06/30/2026	A628554-33911	3560-7710-0-0000-85000-620030-095-1365	P	\$1,600.00	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
12234 KRAZAN & ASSOCIATES								
		Description:	SP BUILDINGS PROJECT					
Total Amount for Warrant						\$1,600.00	\$0.00	\$0.00
Total Amount Per Vendor						\$1,600.00	\$0.00	\$0.00
1182 LAWNMOWER MAN								
PO - 20270258		07/09/2026 36450		0100-0000-0-0000-82000-430000-043-0000	P	\$432.99	\$0.00	\$0.00
		Description:	SUPPLIES AND REPAIRS					
PO - 20270258		07/10/2026 36462		0100-0000-0-0000-82000-430000-043-0000	P	\$144.49	\$0.00	\$0.00
		Description:	SUPPLIES AND REPAIRS					
PO - 20270258		07/02/2026 36390		0100-0000-0-0000-82000-430000-043-0000	P	\$35.00	\$0.00	\$0.00
		Description:	SUPPLIES AND REPAIRS					
Total Amount for Warrant						\$612.48	\$0.00	\$0.00
Total Amount Per Vendor						\$612.48	\$0.00	\$0.00
1574 LINDE GAS & EQUIPMENT INC.								
PO - 20270443		07/18/2026 57894528		0100-0000-0-0000-82000-430000-071-0000	P	\$599.10	\$0.00	\$0.00
		Description:	HH POOL					
PO - 20270443		07/18/2026 57893115		0100-0000-0-0000-82000-430000-063-0000	P	\$507.96	\$0.00	\$0.00
		Description:	SP POOL					
Total Amount for Warrant						\$1,107.06	\$0.00	\$0.00
Total Amount Per Vendor						\$1,107.06	\$0.00	\$0.00
1291 MATSON ALARM CO. INC.								
PO - 20270113		08/01/2026 8760801		0100-0000-0-0000-83000-580000-047-0000	P	\$480.00	\$0.00	\$0.00
		Description:	MONTHLY ALARM SERVICE					
Total Amount for Warrant						\$480.00	\$0.00	\$0.00
Total Amount Per Vendor						\$480.00	\$0.00	\$0.00
4082 MAYER, ART								
PV - 270079		07/24/2026 REIMBURSEMENT		0100-0000-0-0000-72000-370100-018-0000		\$608.70	\$0.00	\$0.00
		Description:	QUARTERLY MEDICARE REIMBURSEMENT					
Total Amount for Warrant						\$608.70	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$608.70	\$0.00	\$0.00
9516 MD CONCRETE CUTTING & DEMOLITION								
PO - 20270422	07/21/2026	7200733		0100-6388-7-3805-10000-580000-096-1847	F	\$6,250.00	\$0.00	\$0.00
Description: SAW CUTTING HW								
Total Amount for Warrant						\$6,250.00	\$0.00	\$0.00
Total Amount Per Vendor						\$6,250.00	\$0.00	\$0.00
5045 MID-COUNTY FIRE EXTINGUISHER								
PO - 20270279	07/14/2026	19809		0100-0333-0-0000-36000-560000-000-0000	F	\$2,069.07	\$0.00	\$0.00
Description: SERVICE FIRE EXTINGUISHERS								
Total Amount for Warrant						\$2,069.07	\$0.00	\$0.00
Total Amount Per Vendor						\$2,069.07	\$0.00	\$0.00
1347 MILLER'S RENTALAND INC.								
PO - 20270280	07/22/2026	840779		0100-0333-0-0000-36000-430000-000-0000	P	\$21.60	\$0.00	\$0.00
Description: PROPANE								
PO - 20270280	07/16/2026	840642		0100-0333-0-0000-36000-430000-000-0000	P	\$112.30	\$0.00	\$0.00
Description: PROPANE								
Total Amount for Warrant						\$133.90	\$0.00	\$0.00
Total Amount Per Vendor						\$133.90	\$0.00	\$0.00
10455 PARC ENVIRONMENTAL								
PO - 20270185	07/29/2026	24712		2140-0000-0-0000-85000-620020-096-1380	P	\$103,550.00	\$0.00	\$0.00
Description: EXTERIOR PAINT PROJECT HW								
PO - 20270273	07/30/2026	24724		0100-8150-0-0000-81100-560000-043-0000	F	\$5,800.00	\$0.00	\$0.00
Description: 700 WING ROLL UP DOORS HW								
Total Amount for Warrant						\$109,350.00	\$0.00	\$0.00
Total Amount Per Vendor						\$109,350.00	\$0.00	\$0.00
8817 PEARSON CLINICAL ASSESSMENT								
PO - 20270315	07/17/2026	32054720		0100-9010-0-1110-31200-580011-018-0000	P	\$1,938.08	\$0.00	\$0.00
Description: TEACHER FORMS								
Total Amount for Warrant						\$1,938.08	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$1,938.08	\$0.00	\$0.00
2236 PENN, VERNON								
	PV - 270080	07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000		\$608.70	\$0.00	\$0.00
	Description: QUARTERLY MEDICARE REIMBURSEMENT							
Total Amount for Warrant						\$608.70	\$0.00	\$0.00
Total Amount Per Vendor						\$608.70	\$0.00	\$0.00
9700 PIONEER ATHLETICS								
*	PO - 20270274	07/14/2026	INV-303178	0100-0000-0-0000-82000-430000-043-0000	F	\$11,703.34	\$0.00	\$0.00
	Description: ATHLETIC FIELD PAINT M.O.T							
Total Amount of Payment						\$11,703.34	\$0.00	\$0.00
Total Amount Per Vendor						\$11,703.34	\$0.00	\$0.00
10072 PLATT ELECTRIC SUPPLY								
	PO - 20270106	07/13/2026	7M41350	0100-8150-0-0000-81100-430000-043-0000	P	\$346.63	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
Total Amount for Warrant						\$346.63	\$0.00	\$0.00
Total Amount Per Vendor						\$346.63	\$0.00	\$0.00
5708 PREMIER TRUCK PARTS								
	PO - 20270306	07/20/2026	80149	0100-0333-0-0000-36000-430000-000-0000	P	\$94.22	\$0.00	\$0.00
	Description: PARTS AND SUPPLIES							
Total Amount for Warrant						\$94.22	\$0.00	\$0.00
Total Amount Per Vendor						\$94.22	\$0.00	\$0.00
4508 Pro Sport Floors Inc.								
	PO - 20270015	07/12/2026	13359	0100-8150-0-0000-81100-560000-043-0000	F	\$23,938.55	\$0.00	\$0.00
	Description: BUFF AND COAT GYMS							
Total Amount for Warrant						\$23,938.55	\$0.00	\$0.00
Total Amount Per Vendor						\$23,938.55	\$0.00	\$0.00
8586 RO'S PRECISE PAINTING & POWDER COATING								
	PO - 20270027	07/20/2026	3710-1	1300-5310-0-0000-37000-580000-094-0000	F	\$39,752.00	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
8586 RO'S PRECISE PAINTING & POWDER COATING								
Description: NUTRITION SERVICES								
Total Amount for Warrant						\$39,752.00	\$0.00	\$0.00
Total Amount Per Vendor						\$39,752.00	\$0.00	\$0.00
11938 SAN DIEGO STATE UNIVERSITY								
PV - 270091		07/22/2026	ROCHA ALVAREZ,	7340-0000-0-0000-39000-580000-404-0000		\$500.00	\$0.00	\$0.00
Description: HANFORD BREAKFAST LIONS CLUBS SCHOLARSHIP								
PV - 270091		07/22/2026	ROCHA ALVAREZ,	7340-0000-0-0000-39000-580000-486-0000		\$500.00	\$0.00	\$0.00
Description: HANFORD EDUCATION FOUNDATION SCHOLARSHIP								
PV - 270091		07/22/2026	ROCHA ALVAREZ,	7340-0000-0-0000-39000-580000-468-0000		\$250.00	\$0.00	\$0.00
Description: HHS CHORAL MUSIC SCHOLARSHIP								
PV - 270091		07/22/2026	ROCHA ALVAREZ,	7340-0000-0-0000-39000-580000-449-0000		\$525.00	\$0.00	\$0.00
Description: KR-H PARENT BOOSTER CLUB SCHOLARSHIP								
Total Amount for Warrant						\$1,775.00	\$0.00	\$0.00
Total Amount Per Vendor						\$1,775.00	\$0.00	\$0.00
12420 SMITH, NATASHA								
PV - 270074		07/27/2026	7312027	1300-5310-0-0000-00000-863490-096-0000		\$50.00	\$0.00	\$0.00
Description: Lunch Account Refund								
Total Amount for Warrant						\$50.00	\$0.00	\$0.00
Total Amount Per Vendor						\$50.00	\$0.00	\$0.00
1804 SO CALIF EDISON CO								
CM - 270007		07/27/2026	8002096847	0100-0000-0-0000-82000-550020-033-0000		-\$700.76	\$0.00	\$0.00
Description: BILLING CORRECTION								
LB - 26127		07/27/2026	700053544852	0100-0000-0-0000-82000-550020-033-0000	F	\$15.48	\$0.00	\$0.00
Description: MONTHLY UTILITIES								
LB - 26127		07/27/2026	700317015242	0100-0000-0-0000-82000-550020-033-0000	F	\$239.88	\$0.00	\$0.00
Description: MONTHLY UTILITIES								
PV - 270089		07/27/2026	700053544852	0100-0000-0-0000-82000-550020-033-0000		\$78,784.34	\$0.00	\$0.00
Description: MONTHLY UTILITIES								
Total Amount for Warrant						\$78,338.94	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$78,338.94	\$0.00	\$0.00
5572 SOUTHWEST SCHOOL SUPPLY INC								
PO - 20270018		07/18/2026	6069016393	0100-0000-0-1110-31100-430000-094-0000	P	\$99.02	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/18/2026	6069016395	0100-0000-0-1110-27000-430000-094-0000	P	\$21.92	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/18/2026	6069016394	0100-1100-0-1169-10000-430000-094-0000	P	\$99.28	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/18/2026	6069016392	0100-0000-0-1110-27000-430000-094-0000	P	\$73.68	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/15/2026	6068771188	0100-0000-0-1110-31100-430000-094-0000	P	\$23.38	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/22/2026	6069232404	0100-1100-0-1169-10000-430000-094-0000	P	\$98.27	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/22/2026	6069232401	0100-1100-0-3801-10000-430000-094-0000	P	\$99.35	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270018		07/22/2026	6069232403	0100-0000-0-1110-31100-430000-094-0000	P	\$84.81	\$0.00	\$0.00
Description: SUPPLIES HH								
PO - 20270131		07/15/2026	6068771210	0100-0000-0-1110-27000-430000-096-0000	P	\$53.82	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/15/2026	6068771198	0100-1100-0-1110-10000-430000-096-0000	P	\$71.03	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/17/2026	6068921060	0100-1100-0-1110-10000-430000-096-0000	P	\$15.47	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/15/2026	6068771197	0100-1100-0-1110-10000-430000-096-0000	P	\$48.79	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/14/2026	6068672878	0100-1100-0-1110-10000-430000-096-0000	P	\$4.81	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/14/2026	6068672845	0100-1100-0-1110-10000-430000-096-0000	P	\$1.26	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/14/2026	6068672847	0100-1100-0-1110-10000-430000-096-0000	P	\$56.00	\$0.00	\$0.00
Description: SUPPLIES HW								
PO - 20270134		07/15/2026	6068771196	0100-1100-0-1110-10000-430000-096-0000	P	\$74.06	\$0.00	\$0.00
Description: SUPPLIES HW								

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Amount Taxable	Amount Tax
5572 SOUTHWEST SCHOOL SUPPLY INC								
PO - 20270134		07/15/2026	6068771193	0100-1100-0-1110-10000-430000-096-0000	P	\$4.11	\$0.00	\$0.00
Description:	SUPPLIES HW							
PO - 20270134		07/15/2026	6068771195	0100-1100-0-1110-10000-430000-096-0000	P	\$70.33	\$0.00	\$0.00
Description:	SUPPLIES HW							
PO - 20270134		07/15/2026	6068771202	0100-1100-0-1110-10000-430000-096-0000	P	\$53.92	\$0.00	\$0.00
Description:	SUPPLIES HW							
PO - 20270406		07/24/2026	6069386633	0100-1100-0-1110-10000-430000-095-0000	F	\$898.94	\$0.00	\$0.00
Description:	SUPPLIES SP							
Total Amount for Warrant						\$1,952.25	\$0.00	\$0.00
Total Amount Per Vendor						\$1,952.25	\$0.00	\$0.00
12414 TABLETKIOSK								
PO - 20270323		07/22/2026	21073	1300-5310-0-0000-37000-430000-094-0000	F	\$1,190.10	\$0.00	\$0.00
Description:	PIN PADS HH							
PO - 20270323		07/22/2026	21073	1300-5310-0-0000-37000-430000-095-0000	F	\$1,190.10	\$0.00	\$0.00
Description:	PIN PADS HH							
PO - 20270323		07/22/2026	21073	1300-5310-0-0000-37000-430000-096-0000	F	\$1,190.37	\$0.00	\$0.00
Description:	PIN PADS HH							
PO - 20270323		07/22/2026	21073	1300-5310-0-0000-37000-430000-052-0000	F	\$396.70	\$0.00	\$0.00
Description:	PIN PADS HH							
Total Amount for Warrant						\$3,967.27	\$0.00	\$0.00
Total Amount Per Vendor						\$3,967.27	\$0.00	\$0.00
9384 THE HOME DEPOT PRO F/K/A SUPPLY WORKS								
PO - 20270409		07/01/2026	9250998149	0100-0000-0-0000-82000-430000-043-0000	P	\$16,792.70	\$0.00	\$0.00
Description:	SUPPLIES M.O.T							
PO - 20270409		07/02/2026	9251064127	0100-0000-0-0000-82000-430000-043-0000	P	\$162.12	\$0.00	\$0.00
Description:	SUPPLIES M.O.T							
PO - 20270409		07/17/2026	9251661131	0100-0000-0-0000-82000-430000-043-0000	P	\$3,050.40	\$0.00	\$0.00
Description:	SUPPLIES M.O.T							
PO - 20270409		07/15/2026	9251532685	0100-0000-0-0000-82000-430000-043-0000	P	\$775.50	\$0.00	\$0.00
Description:	SUPPLIES M.O.T							
PO - 20270409		07/13/2026	9251410648	0100-0000-0-0000-82000-430000-043-0000	P	\$185.76	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
9384 THE HOME DEPOT PRO F/K/A SUPPLY WORKS								
	Description: SUPPLIES M.O.T							
PO - 20270409	07/08/2026	9251243277		0100-0000-0-0000-82000-430000-043-0000	P	\$524.29	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
PO - 20270409	07/09/2026	9251302430		0100-0000-0-0000-82000-430000-043-0000	F	\$909.30	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
Total Amount for Warrant						\$22,400.07	\$0.00	\$0.00
Total Amount Per Vendor						\$22,400.07	\$0.00	\$0.00
8906 THE SHERWIN-WILLIAMS COMPANY								
PO - 20270300	07/13/2026	93545188570726		0100-8150-0-0000-81100-430000-043-0000	P	\$24.83	\$0.00	\$0.00
	Description: PAINT M.O.T							
PO - 20270300	07/24/2026	02231191400726		0100-8150-0-0000-81100-430000-043-0000	P	\$61.00	\$0.00	\$0.00
	Description: PAINT M.O.T							
PO - 20270300	07/15/2026	94071188570726		0100-8150-0-0000-81100-430000-043-0000	P	\$148.77	\$0.00	\$0.00
	Description: PAINT M.O.T							
Total Amount for Warrant						\$234.60	\$0.00	\$0.00
Total Amount Per Vendor						\$234.60	\$0.00	\$0.00
12407 TIM R. TRULL ELECTRIC, INC								
PO - 20270154	07/24/2026	5608		0100-0307-0-0000-83000-580000-047-0000	F	\$7,035.00	\$0.00	\$0.00
	Description: LABOR AND MATERIAL							
PO - 20270155	07/24/2026	5609		0100-0307-0-0000-83000-580000-047-0000	F	\$5,450.00	\$0.00	\$0.00
	Description: LABOR AND MATERIAL							
PO - 20270156	07/24/2026	5610		0100-0307-0-0000-83000-580000-047-0000	F	\$7,728.00	\$0.00	\$0.00
	Description: LABOR AND MATERIAL							
Total Amount for Warrant						\$20,213.00	\$0.00	\$0.00
Total Amount Per Vendor						\$20,213.00	\$0.00	\$0.00
12158 TORRES, RON								
PV - 270090	06/10/2025	TEXTBOOK REFUND		0100-0199-0-0000-00000-869900-000-0000		\$14.00	\$0.00	\$0.00
	Description: OUTLAWED WARRANT #12781559. 2ND ATTEMPT							
Total Amount for Warrant						\$14.00	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$14.00	\$0.00	\$0.00
9867 U.S. BANK								
LB - 26129	06/25/2026	8227371	0100-0000-0-0000-72000-580010-018-0000		F	\$2,420.00	\$0.00	\$0.00
Description: ADMINISTRATION FEE 06/1/26-5/31/2027								
Total Amount for Warrant						\$2,420.00	\$0.00	\$0.00
Total Amount Per Vendor						\$2,420.00	\$0.00	\$0.00
1986 UNITED REFRIGERATION INC.								
PO - 20270109	07/27/2026	20476814-00	0100-8150-0-0000-81100-430000-043-0000		P	\$906.51	\$0.00	\$0.00
Description: SUPPLIES								
Total Amount for Warrant						\$906.51	\$0.00	\$0.00
Total Amount Per Vendor						\$906.51	\$0.00	\$0.00
10801 US OMNI								
PO - 20270412	07/01/2026	27889	0100-0000-0-0000-72000-580000-018-0000		F	\$108.00	\$0.00	\$0.00
Description: SERVICES								
Total Amount for Warrant						\$108.00	\$0.00	\$0.00
Total Amount Per Vendor						\$108.00	\$0.00	\$0.00
3910 VILLANUEVA, DANIEL D.								
PV - 270081	07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000			\$608.70	\$0.00	\$0.00
Description: QUARTERLY MEDICARE REIMBURSEMENT								
Total Amount for Warrant						\$608.70	\$0.00	\$0.00
Total Amount Per Vendor						\$608.70	\$0.00	\$0.00
4857 WINN, ARTHUR								
PV - 270082	07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000			\$551.70	\$0.00	\$0.00
Description: QUARTERLY MEDICARE REIMBURSEMENT								
Total Amount for Warrant						\$551.70	\$0.00	\$0.00
Total Amount Per Vendor						\$551.70	\$0.00	\$0.00
4858 WINN, ELIZABETH								
PV - 270083	07/24/2026	REIMBURSEMENT	0100-0000-0-0000-72000-370100-018-0000			\$608.70	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 7/31/2026

07/30/2026

3:28:57PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
4858 WINN, ELIZABETH								
Description: QUARTERLY MEDICARE REIMBURSEMENT								
Total Amount for Warrant						\$608.70	\$0.00	\$0.00
Total Amount Per Vendor						\$608.70	\$0.00	\$0.00
8876 ZENDESK INC								
PO - 20270187	06/15/2026	INV13745307	0100-0000-0-0000-77000-580011-013-0000		F	\$2,508.00	\$0.00	\$0.00
Description: SUBSCRIPTION								
Total Amount for Warrant						\$2,508.00	\$0.00	\$0.00
Total Amount Per Vendor						\$2,508.00	\$0.00	\$0.00
Total Amount of all Payments							\$1,210,395.39	
Total Number of Checks to print:			66	\$1,194,627.43		Use Tax		
Total Number of Credit Card Payments:			4	\$15,767.96		Taxable Amount Tax Amount		
Total Transfer for Use Tax						\$0.00		\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
5089 AAA QUALITY SERVICES INC								
*	PO - 20270471	06/27/2026	00366410	0100-0000-0-1135-10000-580000-018-0095	P	\$452.63	\$0.00	\$0.00
	Description: MONTHLY SERVICE SP ATHLETIC FIELD							
*	PO - 20270471	07/23/2026	00366977	0100-0000-0-1135-10000-580000-018-0095	P	\$452.63	\$0.00	\$0.00
	Description: MONTHLY SERVICE SP ATHLETIC FIELD							
Total Amount of Payment						\$905.26	\$0.00	\$0.00
Total Amount Per Vendor						\$905.26	\$0.00	\$0.00
3160 AMAZON BUSINESS								
	PO - 20270039	08/01/2026	1VHX-6WMG-DK7	1300-5310-0-0000-37000-430000-018-0000	P	\$555.15	\$0.00	\$0.00
	Description: SUPPLIES							
	PO - 20270072	08/01/2026	1VGT-JYNG-XKPF	0100-0308-0-1110-10000-430000-094-8109	P	\$220.48	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270076	08/01/2026	1FRD-HV9W-11JY	0100-0332-0-1110-10000-430000-094-0000	F	\$353.85	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270080	08/01/2026	1CJJ-QXQX-9W3C	0100-1100-0-1110-10000-430000-094-0000	P	\$735.26	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270116	08/01/2026	1CJJ-QXQX-CG7H	0100-0000-0-0000-73000-430000-042-0000	P	\$69.86	\$0.00	\$0.00
	Description: SUPPLIES							
	PO - 20270116	08/01/2026	16VL-6MDH-FVQV	0100-0000-0-0000-73000-430000-042-0000	P	\$16.55	\$0.00	\$0.00
	Description: SUPPLIES							
	PO - 20270126	08/01/2026	13JV-HRFR-NNJG	0100-1100-0-1110-24202-430000-094-0000	F	\$216.78	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270128	08/01/2026	1441-QXKJ-QC9R	0100-3010-0-1110-10000-430000-094-0000	F	\$284.83	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270163	08/01/2026	1XF9-6KJK-XN3J	0100-0308-0-1133-10000-430000-096-8109	P	\$574.91	\$0.00	\$0.00
	Description: SUPPLIES HW							
	PO - 20270167	08/01/2026	1V46-1T71-LWHX	0100-0308-0-1133-10000-430000-096-8109	F	\$924.83	\$0.00	\$0.00
	Description: SUPPLIES HW							
	PO - 20270180	08/01/2026	14GV-LJX6-N1P4	0100-1100-0-1110-10000-430000-096-0000	F	\$135.08	\$0.00	\$0.00
	Description: SUPPLIES HW							
	PO - 20270191	08/01/2026	1NR6-1W61-9PMD	0900-1100-0-1110-10000-430000-000-0000	P	\$346.17	\$0.00	\$0.00
	Description: SUPPLIES							
	PO - 20270212	08/01/2026	1YYJ-11XV-6WMM	0100-0000-0-0000-82000-430000-043-0000	P	\$100.51	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
3160 AMAZON BUSINESS								
		Description: SUPPLIES M.O.T						
	PO - 20270212	08/01/2026	1NR6-1W61-9PMD	0100-0000-0-0000-82000-430000-043-0000	P	\$422.12	\$0.00	\$0.00
		Description: SUPPLIES M.O.T						
	PO - 20270212	08/01/2026	1VGT-JYNG-FC9R	0100-0000-0-0000-82000-430000-043-0000	P	\$1,200.97	\$0.00	\$0.00
		Description: SUPPLIES M.O.T						
	PO - 20270227	08/01/2026	1NR6-1W61-JV3R	0100-8150-0-0000-81100-430000-043-0000	P	\$411.32	\$0.00	\$0.00
		Description: SUPPLIES M.O.T						
	PO - 20270332	08/06/2026	1CXY-61GT-F1YK	0100-1100-0-1110-10000-430000-094-0000	F	\$76.20	\$0.00	\$0.00
		Description: SUPPLIES HH						
	PO - 20270338	08/06/2026	1XF9-6KJK-YDYV	0100-0000-0-1110-10000-430000-094-0000	F	\$292.74	\$0.00	\$0.00
		Description: DRESS SHIRTS HH						
	PO - 20270357	08/01/2026	14GV-LJX6-VVK7	0100-3010-0-1110-10000-430000-095-0000	F	\$25.20	\$0.00	\$0.00
		Description: SUPPLIES SP						
	PO - 20270357	08/01/2026	14GV-LJX6-VVK7	0100-3010-0-1110-10000-430000-096-0000	F	\$29.46	\$0.00	\$0.00
		Description: SUPPLIES HW						
	PO - 20270357	08/01/2026	14GV-LJX6-VVK7	0100-3010-0-1110-10000-430000-051-0000	F	\$8.40	\$0.00	\$0.00
		Description: SUPPLIES CDS						
	PO - 20270357	08/01/2026	14GV-LJX6-VVK7	0100-3010-0-1110-10000-430000-094-0000	F	\$42.01	\$0.00	\$0.00
		Description: SUPPLIES HH						
	PO - 20270357	08/01/2026	14GV-LJX6-VVK7	0100-3010-0-1110-10000-430000-052-0000	F	\$8.40	\$0.00	\$0.00
		Description: SUPPLIES EFJ						
	PO - 20270358	08/01/2026	1HQQ-VPCW-74M3	0100-1100-0-1110-10000-430000-096-0000	F	\$79.99	\$0.00	\$0.00
		Description: SUPPLIES HW						
	PO - 20270379	08/01/2026	1TCH-1N7L-H7HY	0100-1100-0-1110-10000-430000-096-0000	F	\$138.54	\$0.00	\$0.00
		Description: SUPPLIES HW						
	PO - 20270389	08/01/2026	1CJJ-QXQX-1YC7	0100-0000-0-0000-21300-430000-085-0000	P	\$61.98	\$0.00	\$0.00
		Description: SUPPLIES						
	PO - 20270389	08/01/2026	1CJJ-QXQX-1YC7	0100-0332-0-1110-10000-430000-079-0000	P	\$61.98	\$0.00	\$0.00
		Description: SUPPLIES						
	PO - 20270405	08/01/2026	13JV-HRFR-JK7J	0100-1100-0-1110-10000-430000-095-0000	F	\$340.10	\$0.00	\$0.00
		Description: SUPPLIES SP						
Total Amount for Warrant						\$7,733.67	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$7,733.67	\$0.00	\$0.00
10121 AMERICAN EXPRESS								
LB - 26074		06/30/2026	CA DEPT TAX ANE	0100-0333-0-0000-36000-430010-000-0000	F	\$77.00	\$0.00	\$0.00
		Description: FUEL TAX/2025-2026 Q4 APRIL-JUNE 2026						
LB - 26074		06/30/2026	CA DEPT TAX ANE	0100-0333-0-0000-36000-430010-000-0000	F	\$1.77	\$0.00	\$0.00
		Description: FUEL TAX ONLINE PAYMENT FEE 2.3%						
LB - 26106		07/09/2026	TOLL ROADS	0100-0332-0-1110-10000-520000-095-0000	F	\$8.94	\$0.00	\$0.00
		Description: SP BASKETBALL						
LB - 26107		07/22/2026	TOLL ROADS	0100-0332-0-1110-10000-520000-095-0000	F	\$8.94	\$0.00	\$0.00
		Description: SP BASKETBALL						
LB - 26118		06/28/2026	CORPORATE MEM	0100-0000-0-0000-72000-430000-018-0000	F	\$75.00	\$0.00	\$0.00
		Description: AMEX MEMBERSHIP ANNUAL FEE						
LB - 26119		06/21/2026	T-MOBILE	0100-8150-0-0000-81100-590010-043-0000	F	\$104.66	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-0000-0-0000-73000-590010-042-0000	F	\$99.41	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-0000-0-0000-72000-590010-018-0000	F	\$48.89	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-7435-0-1110-10000-590010-018-0000	F	\$283.50	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-0000-0-0000-77000-590010-013-0000	F	\$130.13	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-6546-0-5760-31200-590010-018-0000	F	\$170.09	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-0000-0-0000-21300-590010-085-0000	F	\$59.00	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-0332-0-1110-31400-590010-018-0000	F	\$30.30	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	0100-0307-0-0000-83000-590010-047-0000	F	\$318.84	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	1100-6391-0-0000-82000-590010-000-0000	F	\$30.30	\$0.00	\$0.00
		Description: MONTHLY CHARGE						
LB - 26119		06/21/2026	T-MOBILE	1300-5310-0-0000-82000-590010-018-0000	F	\$18.59	\$0.00	\$0.00
		Description: MONTHLY CHARGE						

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
10121 AMERICAN EXPRESS								
	PO - 20270017	06/30/2026	CA STATE UNIVER	0100-4127-7-1110-31100-520000-094-0000	F	\$256.25	\$0.00	\$0.00
	Description: REGISTRATION CSU CONFERENCE							
	PO - 20270068	07/28/2026	CLASSROOM SCRI	0100-3010-0-1110-10000-580011-094-0000	F	\$1,020.00	\$0.00	\$0.00
	Description: ANNUAL LICENSES HH							
	PO - 20270068	08/06/2026	CLASSROOM SCRI	0100-3010-0-1110-10000-580011-096-0000	F	\$930.00	\$0.00	\$0.00
	Description: ANNUAL LICENSES HW							
	PO - 20270068	07/28/2026	CLASSROOM SCRI	0100-3010-0-1110-10000-580011-095-0000	F	\$780.00	\$0.00	\$0.00
	Description: ANNUAL LICENSES SP							
	PO - 20270068	07/28/2026	CLASSROOM SCRI	0100-3010-0-1110-10000-580011-079-0000	F	\$150.00	\$0.00	\$0.00
	Description: ANNUAL LICENSES CENTRALIZED SERVICES							
	PO - 20270068	07/28/2026	CLASSROOM SCRI	0100-3010-0-1110-10000-580011-052-0000	F	\$120.00	\$0.00	\$0.00
	Description: ANNUAL LICENSES EFJ							
	PO - 20270086	07/13/2026	CAASPP	0100-3010-0-1110-10000-520000-079-0000	F	\$3,400.00	\$0.00	\$0.00
	Description: REGISTRATION CAASPP							
	PO - 20270125	07/09/2026	ZR01367575	0100-0000-0-0000-77000-580011-013-0000	F	\$4,635.00	\$0.00	\$0.00
	Description: ADMIN TOOLS UNLIMITED PREMIUM LICENSES							
	PO - 20270138	07/19/2026	SLACK	0100-0000-0-0000-71800-580011-059-0000	F	\$696.81	\$0.00	\$0.00
	Description: ANNUAL MANAGEMENT SERVICE							
	PO - 20270201	08/07/2026	AK1DD8E	0100-0000-0-1110-27000-440000-096-0000	F	\$714.45	\$0.00	\$0.00
	Description: LASERJET PRINTER HW							
	PO - 20270244	07/02/2026	EMBASSY SUITES	0100-0000-0-0000-71500-520000-041-8341	F	\$1,940.02	\$0.00	\$0.00
	Description: DEPOSIT 2026 MANAGERS RETREAT							
	PO - 20270244	07/02/2026	EMBASSY SUITES	0100-0000-0-0000-71500-520000-000-8341	F	\$1,446.24	\$0.00	\$0.00
	Description: DEPOSIT 2026 MANAGERS RETREAT							
	PO - 20270245	07/16/2026	AK1875K	0100-0000-0-0000-77000-580011-013-0000	F	\$4,500.94	\$0.00	\$0.00
	Description: 1 YEAR SUBSCRIPTION I.T							
	PO - 20270248	07/21/2026	AK2WK9W	0100-0000-0-0000-74000-430000-024-0000	P	\$116.90	\$0.00	\$0.00
	Description: TONER HR							
	PO - 20270248	07/21/2026	AK2WL1A	0100-0000-0-0000-74000-430000-024-0000	P	\$129.12	\$0.00	\$0.00
	Description: TONER HR							
	PO - 20270248	07/21/2026	AK2WL1H	0100-0000-0-0000-74000-430000-024-0000	P	\$129.12	\$0.00	\$0.00
	Description: TONER HR							
	PO - 20270248	07/21/2026	AK2XT2Z	0100-0000-0-0000-74000-430000-024-0000	P	\$129.12	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
10121 AMERICAN EXPRESS								
		Description: TONER HR						
	PO - 20270250	07/09/2026	AK1G62Y	0100-0000-0-0000-77000-430000-013-0000	F	\$257.52	\$0.00	\$0.00
		Description: TV MOUNT I.T						
	PO - 20270316	07/15/2026	WPS	0100-9010-0-1110-31200-580011-018-0000	F	\$400.10	\$0.00	\$0.00
		Description: RATING SCALE AND EXAMINER'S MANUAL						
	PO - 20270319	07/21/2026	APPLE	0100-6500-0-5760-11100-580011-018-0000	F	\$2,499.90	\$0.00	\$0.00
		Description: ITUNES SPED STUDENTS						
	PO - 20270325	08/06/2026	GRAF VENTURES	0100-0000-0-0000-71500-520000-041-8341	F	\$540.75	\$0.00	\$0.00
		Description: MANAGER'S RETREAT SLO RANCH PAVILION RENTAL						
	PO - 20270330	07/16/2026	AK2EL8Y	0100-1100-0-1110-10000-440000-094-0000	F	\$1,373.22	\$0.00	\$0.00
		Description: LASERJET PRINTER HH						
	PO - 20270337	07/16/2026	AK2C36B	0100-0332-0-1110-10000-430000-094-0000	P	\$1,260.65	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C38U	0100-0332-0-1110-10000-430000-094-0000	P	\$593.84	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C37U	0100-0332-0-1110-10000-430000-094-0000	P	\$587.58	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C37V	0100-0332-0-1110-10000-430000-094-0000	P	\$440.69	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C37G	0100-0332-0-1110-10000-430000-094-0000	P	\$293.79	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C35W	0100-0332-0-1110-10000-430000-094-0000	P	\$293.79	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C39C	0100-0332-0-1110-10000-430000-094-0000	P	\$293.79	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270337	07/16/2026	AK2C38R	0100-0332-0-1110-10000-430000-094-0000	F	\$137.52	\$0.00	\$0.00
		Description: TONER HH						
	PO - 20270344	07/20/2026	AK2R29T	0100-0000-0-0000-77000-440000-045-0000	F	\$697.03	\$0.00	\$0.00
		Description: LASER JET PRINTER						
	PO - 20270355	07/23/2026	AK3DU3W	0100-1100-0-1110-10000-430000-095-0000	F	\$2,570.00	\$0.00	\$0.00
		Description: TONER SP						
	PO - 20270355	07/23/2026	AK3DU3W	0100-0000-0-1110-27000-430000-095-0000	F	\$4,088.90	\$0.00	\$0.00
		Description: TONER SP						

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
10121 AMERICAN EXPRESS								
	PO - 20270355	07/23/2026	AK3DU3W	0100-0000-0-1110-31100-430000-095-0000	P	\$1,922.71	\$0.00	\$0.00
	Description: TONER SP							
	PO - 20270355	07/24/2026	AK3FT4R	0100-0000-0-1110-31100-430000-095-0000	F	\$157.31	\$0.00	\$0.00
	Description: TONER SP							
	PO - 20270369	07/23/2026	AK3CN7X	0900-0000-0-1110-10000-430000-000-0000	F	\$2,008.33	\$0.00	\$0.00
	Description: TONER							
	PO - 20270394	08/06/2026	CANVA	0100-0332-0-1110-10000-430000-079-0000	F	\$175.79	\$0.00	\$0.00
	Description: POSTERS ACADEMIC COACHES							
	PO - 20270395	07/23/2026	AK3CV9F	0100-0332-0-1110-10000-440000-094-0000	F	\$301.11	\$0.00	\$0.00
	Description: LASER JET PRINTER HH							
	PO - 20270407	07/23/2026	AK3C34Q	0100-1100-0-1110-10000-430000-096-0000	F	\$4,575.87	\$0.00	\$0.00
	Description: TONER HW							
	PO - 20270436	07/23/2026	EVENTBRITE	0100-0000-0-0000-71500-520000-041-0000	F	\$220.80	\$0.00	\$0.00
	Description: TICKETS FOR KINGS COUNTY STATE OF THE COUNTY LUNCH							
Total Amount for Warrant						\$48,250.32	\$0.00	\$0.00
Total Amount Per Vendor						\$48,250.32	\$0.00	\$0.00
4371 AMS.NET LLC								
	PO - 20270341	07/21/2026	0102688	0900-0000-0-0000-85000-640000-000-1378	F	\$5,503.09	\$0.00	\$0.00
	Description: HAS LENOVO SERVER I.T							
	PO - 20270341	07/21/2026	0102688	1100-6391-0-4110-27000-640000-000-0000	F	\$16,509.23	\$0.00	\$0.00
	Description: HAS LENOVO SERVER I.T							
Total Amount for Warrant						\$22,012.32	\$0.00	\$0.00
Total Amount Per Vendor						\$22,012.32	\$0.00	\$0.00
11321 ARDENT GENERAL INC								
	PO - 20270168	07/31/2026	25-0909	3560-7710-0-0000-85000-620020-095-1365	P	\$1,884,439.03	\$0.00	\$0.00
	Description: SP BUILDINGS J3 & M1 PROJECT							
Total Amount for Warrant						\$1,884,439.03	\$0.00	\$0.00
Total Amount Per Vendor						\$1,884,439.03	\$0.00	\$0.00
5558 BRENNTAG PACIFIC INC.								
	PO - 20270440	07/27/2026	BPI620094	0100-0000-0-0000-82000-430000-071-0000	P	\$962.56	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
5558 BRENNTAG PACIFIC INC.								
	Description: HH POOL CHEMICALS							
	PO - 20270441	07/29/2026	BPI620504	0100-0000-0-0000-82000-430000-063-0000	P	\$949.12	\$0.00	\$0.00
	Description: SP POOL CHEMICALS							
Total Amount for Warrant						\$1,911.68	\$0.00	\$0.00
Total Amount Per Vendor						\$1,911.68	\$0.00	\$0.00
400 CITY OF HANFORD - UTILITIES								
	PV - 270092	07/30/2026	6/30-7/31/26	0100-0000-0-0000-82000-550030-033-0000		\$39,242.96	\$0.00	\$0.00
	Description: UTILITIES							
	PV - 270092	07/30/2026	6/30-7/31/26	0100-0334-0-3200-82000-550030-033-0000		\$649.13	\$0.00	\$0.00
	Description: UTILITIES EFJ							
	PV - 270092	07/30/2026	6/30-7/31/26	1100-6391-0-0000-82000-550030-000-0000		\$588.17	\$0.00	\$0.00
	Description: UTILITIES HAS							
Total Amount for Warrant						\$40,480.26	\$0.00	\$0.00
Total Amount Per Vendor						\$40,480.26	\$0.00	\$0.00
6893 COMPUTERSHARE TRUST COMPANY NA								
	PV - 270093	08/03/2026	2579733,2579751	0100-0000-0-0000-72000-580000-018-0000		\$400.00	\$0.00	\$0.00
	Description: GO BOND PAYING AGENT 23096300							
	PV - 270093	08/03/2026	2579733,2579751	0100-0000-0-0000-72000-580000-018-0000		\$750.00	\$0.00	\$0.00
	Description: 2014 GO BOND PAYING AGENT 48656400							
Total Amount for Warrant						\$1,150.00	\$0.00	\$0.00
Total Amount Per Vendor						\$1,150.00	\$0.00	\$0.00
457 CONTINENTAL ATHLETIC SUPPLY INC.								
	PO - 20270473	07/17/2026	INV6016	0100-1100-0-1135-10000-580000-065-0000	F	\$10,270.29	\$0.00	\$0.00
	Description: HELMET RECONDIOTIONING ATHLETICS SP							
Total Amount for Warrant						\$10,270.29	\$0.00	\$0.00
Total Amount Per Vendor						\$10,270.29	\$0.00	\$0.00
11346 CRISISGO. INC								
	PO - 20270414	08/06/2026	0007416	0100-0307-0-0000-83000-580011-047-0000	F	\$14,861.00	\$0.00	\$0.00
	Description: ACADEMY SERVICES							

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
11346 CRISISGO. INC								
Total Amount for Warrant						\$14,861.00	\$0.00	\$0.00
Total Amount Per Vendor						\$14,861.00	\$0.00	\$0.00
2274 DEPARTMENT OF GENERAL SERVICES								
LB - 26132	07/22/2026	02-15485		0100-0000-0-0000-85000-620010-096-1308	F	\$1,718.31	\$0.00	\$0.00
Description: HW CHILLER REPLACEMENT								
Total Amount for Warrant						\$1,718.31	\$0.00	\$0.00
Total Amount Per Vendor						\$1,718.31	\$0.00	\$0.00
5408 Dowd, Lance								
PV - 270094	07/31/2026	VLD REFUND		0100-0000-0-0000-00000-952500-000-0000		\$50.00	\$0.00	\$0.00
Total Amount for Warrant						\$50.00	\$0.00	\$0.00
Total Amount Per Vendor						\$50.00	\$0.00	\$0.00
12047 DREAM BUILDERS ACADEMY LLC								
PO - 20270339	07/01/2026	1048		0100-6385-0-1110-10000-430000-095-0000	F	\$2,194.03	\$0.00	\$0.00
Description: WORKBOOKS SP								
Total Amount for Warrant						\$2,194.03	\$0.00	\$0.00
Total Amount Per Vendor						\$2,194.03	\$0.00	\$0.00
12049 ELITE CORPORATE MEDICAL SERVICES INC								
PO - 20270461	08/05/2026	10285		6700-0000-0-0000-60000-580000-000-0000	P	\$2,908.56	\$0.00	\$0.00
Description: SECURITY FOR JULY								
Total Amount for Warrant						\$2,908.56	\$0.00	\$0.00
Total Amount Per Vendor						\$2,908.56	\$0.00	\$0.00
12258 ENVIROCLEAN SANITATION SUPPLY								
PO - 20270214	07/29/2026	0163216		0100-0000-0-0000-82000-430000-043-0000	P	\$2,142.56	\$0.00	\$0.00
Description: SUPPLIES AND REPAIRS M.O.T								
PO - 20270214	07/30/2026	0163230		0100-0000-0-0000-82000-430000-043-0000	P	\$1,089.92	\$0.00	\$0.00
Description: SUPPLIES AND REPAIRS M.O.T								
Total Amount for Warrant						\$3,232.48	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
Total Amount Per Vendor						\$3,232.48	\$0.00	\$0.00
12423 ESTRELLA, VERONICA								
PV - 270095		07/31/2026	VLD REFUND	0100-0000-0-0000-00000-952500-000-0000		\$25.68	\$0.00	\$0.00
Total Amount for Warrant						\$25.68	\$0.00	\$0.00
Total Amount Per Vendor						\$25.68	\$0.00	\$0.00
2529 HANFORD AUTO & TRUCK PARTS INC								
PO - 20270416		08/03/2026	522022	0100-0333-0-0000-36000-430000-000-0000	P	\$166.59	\$0.00	\$0.00
Description: PARTS AND SUPPLIES								
PO - 20270416		07/31/2026	521861	0100-0333-0-0000-36000-430000-000-0000	P	\$132.70	\$0.00	\$0.00
Description: PARTS AND SUPPLIES								
PO - 20270416		07/22/2026	521081	0100-0333-0-0000-36000-430000-000-0000	P	\$180.54	\$0.00	\$0.00
Description: PARTS AND SUPPLIES								
PO - 20270416		07/24/2026	521287	0100-0333-0-0000-36000-430000-000-0000	P	\$23.49	\$0.00	\$0.00
Description: PARTS AND SUPPLIES								
Total Amount for Warrant						\$503.32	\$0.00	\$0.00
Total Amount Per Vendor						\$503.32	\$0.00	\$0.00
11365 HAWK ON HAND								
PO - 20270475		08/05/2026	FFA2408	0100-8150-0-0000-81100-560000-043-0000	P	\$1,180.00	\$0.00	\$0.00
Description: 26/27 SERVICE M.O.T								
PO - 20270475		08/05/2026	HH2412	0100-8150-0-0000-81100-560000-043-0000	P	\$1,180.00	\$0.00	\$0.00
Description: 26/27 SERVICE M.O.T								
Total Amount for Warrant						\$2,360.00	\$0.00	\$0.00
Total Amount Per Vendor						\$2,360.00	\$0.00	\$0.00
10297 JH TACKETT MARKETING								
PO - 20270454		07/31/2026	903746	0100-0307-0-0000-83000-430000-047-0000	F	\$129.86	\$0.00	\$0.00
Description: CAMPUS SAFETY SHIRTS								
Total Amount for Warrant						\$129.86	\$0.00	\$0.00
Total Amount Per Vendor						\$129.86	\$0.00	\$0.00
1140 KINGS COUNTY PIPE AND SUPPLY								

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
1140 KINGS COUNTY PIPE AND SUPPLY								
	PO - 20270099	08/01/2026	2037383	0100-8150-0-0000-81100-430000-043-0000	P	\$132.81	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
	PO - 20270099	07/21/2026	2037133	0100-8150-0-0000-81100-430000-043-0000	P	\$259.11	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
	PO - 20270099	07/24/2026	2037269	0100-8150-0-0000-81100-430000-043-0000	P	\$13.87	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
	PO - 20270099	07/24/2026	2037248	0100-8150-0-0000-81100-430000-043-0000	P	\$73.64	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
Total Amount for Warrant						\$479.43	\$0.00	\$0.00
Total Amount Per Vendor						\$479.43	\$0.00	\$0.00
1182 LAWNMOWER MAN								
	PO - 20270258	08/04/2026	36726	0100-0000-0-0000-82000-430000-043-0000	P	\$405.81	\$0.00	\$0.00
	Description: SUPPLIES AND REPAIRS M.O.T							
Total Amount for Warrant						\$405.81	\$0.00	\$0.00
Total Amount Per Vendor						\$405.81	\$0.00	\$0.00
11328 NORSTAR TECHNOLOGY GROUP LLC								
	PO - 20270122	08/01/2026	NTG007375	0100-0000-0-0000-82000-590010-033-0000	P	\$588.00	\$0.00	\$0.00
	Description: MONTHLY PHONE SERVICE							
Total Amount for Warrant						\$588.00	\$0.00	\$0.00
Total Amount Per Vendor						\$588.00	\$0.00	\$0.00
8817 PEARSON CLINICAL ASSESSMENT								
	PO - 20270315	07/15/2026	32048604	0100-9010-0-1110-31200-580011-018-0000	P	\$1,061.37	\$0.00	\$0.00
	Description: SUBSCRIPTION AND DIGITAL SCORE REPORT							
Total Amount for Warrant						\$1,061.37	\$0.00	\$0.00
Total Amount Per Vendor						\$1,061.37	\$0.00	\$0.00
9103 REFRIGERATION SUPPLY DISTRIBUTOR								
	PO - 20270107	07/13/2026	35398109	0100-8150-0-0000-81100-430000-043-0000	P	\$762.63	\$0.00	\$0.00
	Description: SUPPLIES M.O.T							
	PO - 20270107	07/08/2026	35397803	0100-8150-0-0000-81100-430000-043-0000	P	\$699.22	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN-----OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
9103 REFRIGERATION SUPPLY DISTRIBUTOR								
Description: SUPPLIES M.O.T								
Total Amount for Warrant						\$1,461.85	\$0.00	\$0.00
Total Amount Per Vendor						\$1,461.85	\$0.00	\$0.00
12410 RISE 2 IT PRODUCTIONS								
PO - 20270349		09/18/2026	583	0100-0332-0-1110-10000-580000-096-0000	F	\$6,550.00	\$0.00	\$0.00
Description: GOLD PACKAGE HS RALLY HW								
Total Amount for Warrant						\$6,550.00	\$0.00	\$0.00
Total Amount Per Vendor						\$6,550.00	\$0.00	\$0.00
1666 ROE OIL CO								
PO - 20270345		07/31/2026	289806CT	0100-0000-0-0000-36000-430010-044-0000	P	\$180.24	\$0.00	\$0.00
Description: GASOLINE/DYED								
PO - 20270345		07/31/2026	289807CT	0100-0000-0-0000-36000-430010-044-0000	P	\$1,828.96	\$0.00	\$0.00
Description: GASOLINE/DYED								
PO - 20270345		07/31/2026	289594	0100-0000-0-0000-36000-430010-044-0000	P	\$477.64	\$0.00	\$0.00
Description: GASOLINE/DYED								
PO - 20270345		07/31/2026	289595	0100-0000-0-0000-36000-430010-044-0000	P	\$786.70	\$0.00	\$0.00
Description: GASOLINE/DYED								
PO - 20270345		07/31/2026	289596	0100-0000-0-0000-36000-430010-044-0000	P	\$618.12	\$0.00	\$0.00
Description: GASOLINE/DYED								
PO - 20270345		07/31/2026	289809CT	0100-0000-0-0000-36000-430010-044-0000	P	\$1,073.35	\$0.00	\$0.00
Description: GASOLINE/DYED								
PO - 20270346		07/31/2026	289804CT	0100-0333-0-0000-36000-430010-000-0000	P	\$481.80	\$0.00	\$0.00
Description: DIESEL								
PO - 20270346		07/31/2026	289806CT	0100-0333-0-0000-36000-430010-000-0000	P	\$480.19	\$0.00	\$0.00
Description: DIESEL								
PO - 20270420		07/31/2026	289586	0100-0333-0-0000-36000-430000-000-0000	P	\$310.21	\$0.00	\$0.00
Description: OIL AND LUBE								
Total Amount for Warrant						\$6,237.21	\$0.00	\$0.00
Total Amount Per Vendor						\$6,237.21	\$0.00	\$0.00
5238 SCHOOL SERVICES OF CALIF. INC								

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
5238 SCHOOL SERVICES OF CALIF. INC								
*	PO - 20270011	07/01/2026	0146836	0100-0000-0-0000-73000-530000-042-0000	F	\$5,160.00	\$0.00	\$0.00
	Description: ANNUAL AGREEMENT FOR SERVICES							
Total Amount of Payment						\$5,160.00	\$0.00	\$0.00
Total Amount Per Vendor						\$5,160.00	\$0.00	\$0.00
1768 SIGN WORKS								
*	PO - 20270426	07/29/2026	31827	0100-8150-0-0000-81100-430000-043-0000	P	\$799.64	\$0.00	\$0.00
	Description: DISTRICT SIGNS M.O.T							
Total Amount of Payment						\$799.64	\$0.00	\$0.00
Total Amount Per Vendor						\$799.64	\$0.00	\$0.00
5572 SOUTHWEST SCHOOL SUPPLY INC								
	PO - 20270018	08/06/2026	6069895116	0100-1100-0-3802-10000-430000-094-0000	P	\$97.91	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270018	07/29/2026	6069895118	0100-1100-0-3808-10000-430000-094-0000	P	\$78.36	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270018	07/28/2026	6069819176	0100-1100-0-1156-10000-430000-094-0000	P	\$98.73	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270018	07/29/2026	6069895115	0100-1100-0-3808-10000-430000-094-0000	P	\$14.94	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270018	07/22/2026	6069232400	0100-0000-0-1110-31100-430000-094-0000	P	\$15.14	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270018	07/15/2026	6068771184	0100-0000-0-1110-27000-430000-094-0000	P	\$97.41	\$0.00	\$0.00
	Description: SUPPLIES HH							
	PO - 20270195	07/31/2026	6070167203	0900-0000-0-1110-10000-430000-000-0000	F	\$499.02	\$0.00	\$0.00
	Description: SUPPLIES HOC							
	PO - 20270393	08/04/2026	6070754636	0100-1100-0-1110-10000-430000-095-0000	P	\$108.03	\$0.00	\$0.00
	Description: SUPPLIES SP							
	PO - 20270393	08/04/2026	6070754637	0100-1100-0-1110-10000-430000-095-0000	P	\$109.98	\$0.00	\$0.00
	Description: SUPPLIES SP							
	PO - 20270393	07/30/2026	6069984583	0100-1100-0-1110-10000-430000-095-0000	P	\$87.12	\$0.00	\$0.00
	Description: SUPPLIES SP							
	PO - 20270393	07/31/2026	6070167202	0100-1100-0-1110-10000-430000-095-0000	P	\$12.31	\$0.00	\$0.00

* = Credit Card Payment

Requested By: cestanislao

For Payments Due By 8/7/2026

08/06/2026

4:06:09PM

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI---TY	P/F	Amount	Use Tax Taxable	Amount Tax
5572 SOUTHWEST SCHOOL SUPPLY INC								
	Description: SUPPLIES SP							
PO - 20270396	08/04/2026	6070754639		0100-0000-0-1110-27000-430000-095-0000	P	\$174.38	\$0.00	\$0.00
	Description: SUPPLIES SP							
PO - 20270396	07/29/2026	6069895113		0100-0000-0-1110-27000-430000-095-0000	P	\$43.74	\$0.00	\$0.00
	Description: SUPPLIES HW							
PO - 20270396	07/28/2026	6069819177		0100-0000-0-1110-27000-430000-095-0000	P	\$30.61	\$0.00	\$0.00
	Description: SUPPLIES HW							
Total Amount for Warrant						\$1,467.68	\$0.00	\$0.00
Total Amount Per Vendor						\$1,467.68	\$0.00	\$0.00
10795 STEPHEN L. HAHN								
PO - 20270169	08/02/2026	02-123102		3560-7710-0-0000-85000-620030-095-1365	P	\$2,325.00	\$0.00	\$0.00
	Description: SP BULDINGS J3 & M1							
Total Amount for Warrant						\$2,325.00	\$0.00	\$0.00
Total Amount Per Vendor						\$2,325.00	\$0.00	\$0.00
11409 TINY HOUSE INC.								
PO - 20270383	07/30/2026	620370CT		0100-6387-7-3808-10000-640000-094-2001	F	\$17,795.40	\$0.00	\$0.00
	Description: TRAILER BASE AND PLAN HH							
Total Amount for Warrant						\$17,795.40	\$0.00	\$0.00
Total Amount Per Vendor						\$17,795.40	\$0.00	\$0.00
11726 TRAFERA LLC								
PO - 20270070	08/06/2026	I001639054		0100-4127-7-1110-10000-580011-000-0000	F	\$47,964.00	\$0.00	\$0.00
	Description: PREMIUM BUNDLE 1 YEAR							
Total Amount for Warrant						\$47,964.00	\$0.00	\$0.00
Total Amount Per Vendor						\$47,964.00	\$0.00	\$0.00
Total Amount of all Payments							\$2,137,431.46	
Total Number of Checks to print:			29	\$2,130,566.56		Use Tax		
Total Number of Credit Card Payments:			3	\$6,864.90		Taxable Amount		
Total Transfer for Use Tax						\$0.00	Tax Amount	
						\$0.00	\$0.00	

* = Credit Card Payment

Consent Agenda #3

AGENDA: Action

TOPIC: Board Meeting Minutes

DESCRIPTION: Minutes of the Regular Meeting of July 28, 2026.

RECOMMENDATION: Administration recommends approval of this item as presented.

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEE
Meeting of July 28, 2026
Hanford Joint Union High School District Office
300 W. 6th St., Hanford, California
5:30PM Closed Session • 6:00PM Open Session**

MINUTES

I. CALL TO ORDER

President Martella opened the meeting at 5:30 PM with Trustees present: Barbeiro, Chavarin, Gillum, Martella, and Robinson.

A. COMMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS

No comments from the public.

II. ADJOURN TO CLOSED SESSION

The meeting was adjourned to closed session at 5:30PM by President Martella Trustees present: Barbeiro, Chavarin, Gillum, Martella and Robinson.

Discussion took place regarding:

- ≈ Public Employee Appointment (Certificated) (GC 54957)
- ≈ Public Employee Appointment (Classified) (GC 54957)
- ≈ Public Employee Discipline/Dismissal/Release (Certificated) (GC 54947)

III. RECONVENE TO OPEN MEETING, FLAG SALUTE AND WELCOME – 6:00PM

President Martella reconvened the open meeting at 6:19 PM. Trustees present: Barbeiro, Chavarin, Gillum, Martella, Robinson.

Administrators/staff present: Rosa, Creech, Peters, Whaley, Dowd, Ede, Fagundes, Culver, Parson, Rogers, Bell, Keran, Stidman, and Salazar.

President Martella led the flag salute.

IV. REPORTS / BUSINESS

A. REPORT OF CLOSED SESSION

President Martella reported that no action was taken during closed session.

B. COMMENTS FROM THE STAFF

No comments from the staff.

C. COMMENTS FROM THE PUBLIC

Paul DeLaTorre, a Sierra Pacific High School parent, urged the Board to reconsider closing district pools during the summer dead period. While acknowledging the

district's reasons for the closures—including staffing needs, employee vacations, and maintaining consistency across athletic facilities—he argued that swimming pools are fundamentally different from gyms and fields because there are no comparable alternative facilities available for swimmers and water polo athletes.

DeLaTorre explained that Hanford's three high school pools serve as the community's primary competitive aquatic facilities, while the few other available pools, such as the YMCA and Hanford Plunge, are not adequate for competitive training. He emphasized that the district's aquatic programs have a strong tradition of success and that community organizations such as the Hanford Piranhas, TNT, and Kings Water Polo rely on district pools to develop young athletes who eventually feed into the high school programs.

He stated that summer is the busiest season for swimming and water polo, with club teams preparing for championship meets and Junior Olympics. He cited the Hanford Piranhas' cancellation of a week of practices and relocation to the YMCA as an example of the disruption caused by the pool closures. He also praised Sierra Pacific's pool as one of the finest high school aquatic facilities in the region and said it should be utilized during the peak season rather than left unused.

DeLaTorre further argued that pools require ongoing maintenance whether they are open or closed, reducing the operational benefit of summer closures. He suggested that a closure during the winter, when demand is lower and pools are typically covered, would be more appropriate.

In closing, DeLaTorre emphasized that he supports the concept of a dead period and understands the need to provide staff with time off and maintain fairness across athletic programs. However, he urged the Board to recognize the unique nature of aquatic facilities and consider scheduling pool closures at a different time of year to minimize the impact on student-athletes, community swim organizations, and the district's successful aquatics programs.

D. CORRESPONDENCE

No correspondence.

E. CONSENT AGENDA

1. Warrants – Payment of Warrant Requests: 06/26/2026; 06/30/2026; 07/06/2026; 07/10/2026; 07/17/2026; 07/24/2026
2. Minutes of Regular Board Meeting: 06/23/2026

Motion was made by Trustee Barbeiro seconded by Trustee Chavarin to approve the Consent Agenda items as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None
Absent:	None

F. SUPERINTENDENT'S REPORT

1. Focus Area Metrics End of the Year Data Report

Dr. Rosa presented the Focus Areas Metrics End of the Year Report for 2025/2026. Each principal presented the data for their sites.

This item was presented for information only.

2. Student Field Trips

Superintendent Rosa presented the following student field trips, description and fiscal impact as approved by the Superintendent.

1. HHS Cheer – Moraga, CA
2. SPHS Girls Basketball – Wesley Chapel, FL

This item was presented for information only.

3. Board Calendar 2027/2028

Dr. Rosa presented the HJUHS Board of Trustees calendar of regular meetings for the 2027/2028 school year. Dr. Rosa noted that there will be only one meeting in April due to Spring Break.

This item will be brought back at the next regularly scheduled meeting for Board consideration.

4. 2026/2027 Student/Parent Handbook

Dr. Rosa presented the 2025/2026 Student/Parent Handbook for information and action.

Motion was made by Trustee Gillum seconded by Trustee Chavarin to approve the 2026/2027 Student/Parent Handbook as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None
Absent:	None

5. Agreements Signed by Superintendent

➤ KCOE – Agriculture Pathway MOU

Motion was made by Trustee Barbeiro seconded by Trustee Chavarin to approve the Agreements Signed by Superintendent as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None

Abstain: None
Absent: None

G. FINANCIAL REPORT

1. Financial Report

Director Fagundes presented the financial report for the period of July 1, 2025, through June 30, 2026. This report contains all funds of the district and shows the budget as well as the actuals for the year.

FISCAL IMPACT: The budgeted estimated ending balance for the General Fund is \$18,989,002.55.

This item was presented for information only.

2. 2026/2027 Salary Schedules

Assistant Superintendent Creech presented the 2026/2027 Salary Schedules for information and action.

The 2026/2027 salary schedules have no changes monetarily from the previously approved 2025/2026 salary schedules. This item includes all salary schedules for Superintendent, Assistant Superintendent, Management, Certificated, Classified, Confidential, Classified Non-Represented, Non-Contract Hourly Certificated and Classified, Classified Coaches Stipends, and Substitute Teacher Pay.

Motion was made by Trustee Chavarin seconded by Trustee Robinson to approve the 2026/2027 Salary Schedules as presented.

Ayes: Barbeiro, Chavarin, Gillum, Martella, Robinson
No: None
Abstain: None
Absent: None

3. Architectural Services - Sierra Pacific High School Cafeteria Building New Operable Wall

Assistant Superintendent Creech presented Architectural Services - Sierra Pacific High School Cafeteria Building New Operable Wall for information and action.

Nutrition Services is growing the meal program greatly and needs a more efficient serving area at Sierra Pacific High School. This project would add large mechanical operable doors between the serving area and main hall to provide more efficient ingress/egress for the meal program.

FISCAL IMPACT: Compensation for services will be a fixed fee of \$38,200 instead of the traditional sliding schedule because this is a small project. This

project will be funded with Child Nutrition funds as part of their State approved spending plan.

Motion was made by Trustee Robinson seconded by Trustee Barbeiro to approve the Architectural Services - Sierra Pacific High School Cafeteria Building New Operable Wall agreement as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None
Absent:	None

4. SPHS Buildings J3 & M1 Project – Change Order #10

Assistant Superintendent Creech presented SPHS Buildings J3 & M1 Project – Change Order #10 for information and action.

Change Order #10 is for two Construction Change Directives (CCD) approved in the field and three credit CCDs. The net cost for Change Order #10 is \$8,832.85 with no additional days.

FISCAL IMPACT: \$8,832.85 to be paid from School Facilities Program funding.

Motion was made by Trustee Gillum seconded by Trustee Robinson to SPHS Buildings J3 & M1 Project – Change Order #10 as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None
Absent:	None

5. SPHS Buildings J3 & M1 Project – Change Order #11

Assistant Superintendent Creech presented SPHS Buildings J3 & M1 Project – Change Order #11 for information and action.

Change Order #11 is for additional concrete required at the walkway because of the relocation of the fire hydrant and post indicator valve. There had to be moved because of unforeseen existing underground utilities that were encountered in the field and conflicted with the original installation location. The cost for this work as presented as Change Order #11 is \$22,517.57 with no additional days.

FISCAL IMPACT: \$22,517.57 to be paid from School Facilities Program funding.

Motion was made by Trustee Robinson seconded by Trustee Gillum to approve SPHS Buildings J3 & M1 Project – Change Order #11 as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None

Absent: None

H. EDUCATIONAL SERVICES/SPECIAL PROGRAMS

1. New Textbook Adoption

The following new textbooks returned for approval as submitted

- The Agathas
- Torch
- Shut Up, This is Serious

Motion was made by Trustee Robinson seconded by Trustee Chavarin to the listed new textbooks as presented.

Ayes: Barbeiro, Chavarin, Gillum, Martella, Robinson
No: None
Abstain: None
Absent: None

2. 2025/2026 Consolidated Application – Spring Release

Assistant Superintendent Peters presented the 2025/2026 Consolidated Application – Spring Release for information and action.

Annually, the District applies for and receives funds from the following categorical aid programs through the Consolidated Applications.

- Title I, Part A - Basic Grant (preliminary estimation: \$1,309,819)
- Title II, Part A - Supportive Effective Instruction (preliminary estimation: \$169,168)
- Title III - English Learner (preliminary estimation: \$57,920)
- Title IV, Part A - Student and School Support (preliminary estimation: \$109,829)

FISCAL IMPACT: These funds are expended to address targeted site needs that are aligned with the program requirements and District goals.

Motion was made by Trustee Gillum seconded by Trustee Chavarin to approve 2025/2026 Consolidated Application – Spring Release as presented.

Ayes: Barbeiro, Chavarin, Gillum, Martella, Robinson
No: None
Abstain: None
Absent: None

3. Agricultural Vocational Education Incentive Grant Program (AIG) 2026/2027 Application

Assistant Superintendent Peters presented the Agricultural Vocational Education Incentive Grant Program (AIG) 2026/2027 Application for

information and action.

The District annually applies for and receives Agricultural Vocational Education Incentive Grant Funds. These funds are used to enhance the Agricultural Vocational Education Programs within the District. In order to receive these funds the District must submit the application as included in the Board packet.

FISCAL IMPACT: \$64,140

Motion was made by Trustee Robinson seconded by Trustee Chavarin to Agricultural Vocational Education Incentive Grant Program (AIG) 2026/2027 Application as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None
Absent:	None

4. Williams Act 2025/2026 4th Quarter Report

Assistant Superintendent Whaley presented the Williams Act 2025/2026 4th Quarter Report.

This item is for the Valenzuela/CAHSEE Lawsuit Settlement - Williams Uniform Complaint. The District is required to submit a quarterly report to the County Superintendent and the Governing Board on the nature and resolution of complaints related to insufficient textbooks and instructional materials, teacher vacancies and CAHSEE Intensive Instruction and Services quarterly.

The district is compliant in all areas.

This item was presented for information only.

I. ADMINISTRATIVE SERVICES / HUMAN RESOURCES

1. Personnel Assignments

Assistant Superintendent Whaley presented the following Personnel Assignments for information and action:

Certificated Employment:

Leslie Alston, 2026/2027 NJROTC Instructor, HWHS

Classified Resignation:

Natasha Souza, Bus Driver/Utility Person, MOT, effective 07/11/2026

Classified Employment:

Magaly Mendoza, Instructional Aide - Bilingual, HHS, effective 08/12/2026

Mayra Reyes, Instructional Aide – Bilingual, SPHS, effective 08/12/2026

Michael Sayler, Campus Safety I, EFJ, effective 08/13/2026

Gabriela Samperio, Support Technician I, IT, effective 08/01/2026

Classified Short-Term/Temporary Resignation:

Bre Abell, Varsity Head Girls Water Polo Coach, SPHS

Classified Short-Term/Temporary Employment:

JuliAnna Adams, 2026/2027 Band Assistant Color Guard Instructor, HWHS

Austin Lyles, 2026 Summer Swim, DO

Angel Mendoza, 2026/2027 Tutor, HWHS

Dustin Rocha, 2026/2207 Head Wrestling Coach, SPHS

Asia Sivongxay, 2026/2027 Tutor, HWHS

Adaly Uribe, 2026/2028 Band Assistant Front Ensemble Instructor, HWHS

Motion was made by Trustee Chavarin seconded by Trustee Barbeiro to approve the Personnel Assignments as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella, Robinson
No:	None
Abstain:	None
Absent:	None

2. Fall Coaching Assignment- for 2026-27 [Sierra Pacific Girls Water Polo Head Coach]

Assistant Superintendent Whaley presented the Fall Coaching Assignment for 2026/2027 for the Sierra Pacific Girls Head Water Polo Coach for information and aciton.

Motion was made by Trustee Chavarin seconded by Trustee Gillum to approve the Fall Coaching Assignment- for 2026-27 [Sierra Pacific Girls Water Polo Head Coach] as presented.

Ayes:	Barbeiro, Chavarin, Gillum, Martella,
No:	Robinson
Abstain:	None
Absent:	None

J. MAINTENANCE, OPERATIONS AND TRANSPORTATION REPORT

Director of MOT Stidman gave the MOT report:

Mr. Stidman reported that painting projects, portable classroom work at Hanford High School, and kitchen upgrades across the district are progressing as planned for the start of the school year. He explained that issues with the Hanford High School portables were traced to gophers burrowing beneath the buildings. Concrete is being installed under the structures to prevent future problems. He also highlighted kitchen improvements, noting that adding new serving line equipment required extensive electrical, plumbing, and space modifications, particularly at Sierra Pacific High School. Mr. Stidman concluded by saying the district remains on schedule to have all facilities ready for the first day of school. He thanked the maintenance staff for

working additional Saturdays to complete the remaining projects

Dr. Rosa noted that anyone who has recently driven by Hanford West High School or Hanford High School has likely noticed the campuses' fresh new look. He complimented the painting work and expressed his appreciation for the excellent job everyone has done.

V. BOARD CALENDAR

Superintendent rosa presented the Board calendar noting the regular meeting dates and start of school information through September 2, 2026.

VI. BOARD INFORMATION/DISCUSSIONS

A. BOARD COMMITTEE REPORTS AND UPDATES

Trustee Chavarin asked about the annual mandatory trainings and whether Board members had received the notification email, noting that she had not seen one. Assistant Superintendent Whaley stated that he would follow up and ensure the emails had been sent.

Trustee Chavarin thanked Dr. Rosa, Mr. Peters, and the site principals for their excellent work on the Focus Areas data metrics reports.

Trustee Robinson shared that her Hanford West student was very interested in the Focus Areas data metrics presentation and wanted to understand what the information meant. She noted that she spent time explaining the data to him, which demonstrated that the reports were engaging not only for Board members but also for students. She thanked staff for producing a presentation that captured student interest.

VII. ADJOURNMENT

President Martella adjourned the meeting at 7:21PM.

As presented by:

Dr. Victor Rosa, Superintendent
Secretary of the Board

Alicia, Martella, President of the Board

Janet Barbeiro, Clerk of the Board

Superintendent Report #1

AGENDA: New Business / Information Only

TOPIC: Presentation: From Data to Direction

DESCRIPTION: Dr. Rosa and Mr. Peters will present Data to Direction.

FISCAL IMPACT: None

RECOMMENDATION: This item is presented for information only.

Superintendent Report #2

AGENDA: New Business / Information

TOPIC: Recommended Board Policy Updates

DESCRIPTION: Attached are the California School Board Association recommended Board Policy updates from May 2026

District staff have taken the CSBA recommended updates, along with current HJUHSD policy and attached are the final recommended revisions.

FISCAL IMPACT: None

RECOMMENDATION: This item will be brought back to the next regularly scheduled meeting for Board consideration.

Policy Title List – CSBA May 2026	
BP 1240	Volunteer Assistance
AR 1240	Volunteer Assistance
AR 1312.4	Williams Uniform Complaint Procedures
E(1) 1312.4	Williams Uniform Complaint Procedures
E(2) 1312.4	Williams Uniform Complaint Procedures
BP 2110	Superintendent Responsibilities and Duties
AR 3517	Facilities Inspection
E(1) 3517	Facilities Inspection
E(2) 3517 (NEW)	Facilities Inspection
BP 4100	Certificated Personnel
BP 4111	Recruitment and Selection
BP 4211	Recruitment and Selection
BP 4311	Recruitment and Selection
AR 4112	Appointment and Conditions of Employment
AR 4112.5	Criminal Record Check
AR 4212.5	Criminal Record Check
AR 4312.5	Criminal Record Check
E(1) 4112.5	Criminal Record Check
E(1) 4212.5	Criminal Record Check
E(1) 4312.5	Criminal Record Check
AR 4112.6	Personnel Files
AR 4212.6	Personnel Files
AR 4312.6	Personnel Files
BP 4112.9	Employee Notifications
BP 4212.9	Employee Notifications
BP 4312.9	Employee Notifications
E(1) 4112.9	Employee Notifications

E(1) 4212.9	Employee Notifications
E(1) 4312.9	Employee Notifications
BP 4200	Classified Personnel
AR 4200	Classified Personnel
AR 4212	Appointment and Conditions of Employment
BP 4300	Administrative and Supervisory Personnel
AR 4300	Administrative and Supervisory Personnel
BP 5131.4	Student Disturbances
AR 5131.4	Student Disturbances
BP 5141.4	Child Abuse Prevention and Reporting
AR 5141.4	Child Abuse Prevention and Reporting
BP 5141.75 (NEW)	Weather Safety
AR 5142	Safety
BP 5145.6	Parent/Guardian Notifications
E(1) 5145.6	Parent/Guardian Notifications
BP 7110	Facilities Master Plan
BB 9200	Limits of Board Member Authority

CSBA POLICY GUIDE SHEET

May 2026

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes and minor revisions have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 1240 - Volunteer Assistance

Policy updated to align with law the list of characteristics for which harassment of a volunteer is prohibited. Additionally, policy updated to reflect **NEW LAW (SB 848, 2025)** which provides that a volunteer who is over 18 years of age who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee is a mandated reporter and subject to the requirements of The Child Abuse and Neglect Reporting Act, including, but not limited to, notification, training and reporting requirements.

Administrative Regulation 1240 - Volunteer Assistance

Regulation updated in conjunction with the accompanying Board policy.

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to more closely align with the California Department of Education's federal program monitoring instrument.

Exhibit (1) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to clarify that the notice provided by the exhibit applies to all grade levels, including transitional kindergarten.

Exhibit (2) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to clarify that the form provided by the exhibit applies to all grade levels, including transitional kindergarten.

Board Policy 2110 - Superintendent Responsibilities and Duties

Policy updated to expand the Governing Board's philosophical statement. Additionally, policy updated to reflect **NEW LAW (SB 827, 2025)**, which requires the Superintendent to receive specified training in ethics once every two years, with a specific timeline for Superintendents who begin service with the district after January 1, 2026.

Administrative Regulation 3517 - Facilities Inspection

Regulation updated to more closely align with code language. Additionally, regulation updated to, in regard to all-gender restrooms for student use, differentiate between the signage requirements and the requirements for the restroom itself. In addition, regulation updated to reflect **NEW LAW (AB 927, 2025)** which requires the County Superintendent of Schools to prioritize reviewing, within the first four weeks of the school year where practicable, schools for which the County Superintendent has received information from a survey, a complaint filed pursuant to specified state law, or any other reliable source, that a facility of a school poses an emergency or urgent threat to the health or safety of students or staff or is not in good repair, as specified.

Exhibit (1) 3517 - Facilities Inspection

Exhibit updated in conjunction with the accompanying administrative regulation.

NEW - Exhibit (2) 3517 - Facilities Inspection

New exhibit provides a notice regarding all-gender restrooms, which is required to be posted in a prominent and conspicuous location outside of at least one all-gender restroom.

Board Policy 4100 - Certificated Personnel

Policy updated for consistency, as appropriate, with Board Policy/Administrative Regulation 4200 - Classified Personnel and Board Policy 4300 -Administrative and Supervisory Personnel, including material related to professional development; the "filling" of certificated positions; clearly defined and communicated duties, responsibilities, and expectations for each certificated position; and employee responsibilities and performance evaluations. Additionally, policy updated to delete language regarding the availability and administration of policies, rules, and regulations related to certificated personnel, as being unnecessary due to its very general nature.

Board Policy 4111/4211/4311 - Recruitment and Selection

Policy updated to clarify that (1) recruitment and selection processes and procedures be consistent with applicable law, Board policy, and collective bargaining agreements and be designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws, (2) recruitment and selection processes and procedures include the recruitment of a diverse pool of qualified applicants, consistent with applicable law, (3) job announcements are disseminated in a manner reasonably designed to reach a broad pool of qualified candidates, and (4) hiring procedures be developed and maintained to identify qualified candidates who meet district needs. Additionally, policy updated to reflect **NEW LAW (SB 848, 2025)** which requires districts (1) when considering an applicant for a certificated position, to inquire with each local educational agency, diagnostic center operated by the California Department of Education, or private school that previously employed the applicant, as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was were required to be reported to the Commission on Teacher Credentialing (CTC), (2) when considering an applicant for a classified position, to inquire with each local educational agency or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation, and (3) upon inquiry, to disclose to a local educational agency or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to CTC. In addition, policy updated to reflect the prohibition from requiring an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district.

Administrative Regulation 4112 - Appointment and Conditions of Employment

Regulation updated to reference case law, where the California Supreme Court held that a district can be held vicariously liable for the negligence of its administrators and supervisors in the hiring, retention, and supervision of a counselor who sexually harassed and/or abused a student. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2025)** which requires districts (1) when considering an applicant for a certificated position, to inquire with each local educational agency, diagnostic center operated by the California Department of Education, or private school that previously employed the applicant, as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to the Commission on Teacher Credentialing (CTC), and (2) upon inquiry, to disclose to a local educational agency or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to CTC. In addition, regulation updated to reference, for county offices of education that have an elected, rather than appointed, County Superintendent of Schools, **NEW LAW (SB 521, 2025)** which provides that a public employee convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of official duties as a public employee, be disqualified for five years from any public employment.

Administrative Regulation 4112.5/4212.5/4312.5 - Criminal Record Check

Regulation updated to reference, for county offices of education that have an elected, rather than appointed, County Superintendent of Schools, **NEW LAW (SB 521, 2025)** which provides that a public employee convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of

those crimes arising directly out of official duties as a public employee, be disqualified for five years from any public employment. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2025)** which requires districts (1) when considering an applicant for a certificated position, to inquire with each local educational agency, diagnostic center operated by the California Department of Education, or private school that previously employed the applicant, as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to the Commission on Teacher Credentialing (CTC), (2) when considering an applicant for a classified position, to inquire with each local educational agency or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation, and (3) upon inquiry, to disclose to a local educational agency or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to CTC.

Exhibit (1) 4112.5/4212.5/4312.5 - Criminal Record Check

Exhibit updated to align with the Department of Justice's current Employee Statement Form, "Conditions for Release of Criminal Offender Record Information."

Administrative Regulation 4112.6/4212.6/4312.6 - Personnel Files

Regulation updated to delete unnecessary cross reference to administrative regulation 3515.3 - District Police/Security Department. Additionally, regulation updated to expand material to include former employees. In addition, regulation updated to reflect **NEW LAW (AB 495, 2025)** which prohibits district staff, to the extent practicable, from disclosing or providing most personnel records in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement, and **NEW LAW (SB 513, 2025)** which (1) clarifies that personnel records relating to an employee's or former employee's performance include education and training records and (2) requires districts that maintain education and training records to ensure that those records include specified information, unless covered by a valid collective bargaining agreement which expressly provides for specified terms. Regulation also updated to delete an exception which does not apply to districts, related to when personnel records are made available for inspection. Additionally, regulation updated to create new section "Egregious Misconduct" which reflects **NEW LAW (SB 848, 2025)** requiring districts, (1) when considering an applicant for a certificated position, to inquire with each local educational agency, diagnostic center operated by the California Department of Education, or private school that previously employed the applicant, as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to the Commission on Teacher Credentialing (CTC), (2) when considering an applicant for a classified position, to inquire with each local educational agency or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation, and (3) upon inquiry, to disclose to a local educational agency or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to CTC. In addition, regulation updated to more closely align with law.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy updated in conjunction with the accompanying exhibit, which is reviewed and updated annually.

Exhibit (1) 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to reflect **NEW LAW (SB 98, 2025)** which requires the comprehensive school safety plan to include procedures specifically designed to notify district staff when the school confirms the presence of immigration enforcement on the school site, **NEW LAW (SB 568, 2025)** which updates the term from "auto-injectable epinephrine" to "emergency epinephrine delivery systems", and **NEW LAW (SB 848, 2025)** which requires volunteers to be notified of specified information related to their status as mandated reporters.

Board Policy 4200 - Classified Personnel

Policy updated for consistency, as appropriate, with Board Policy 4100 - Certificated Personnel and Board Policy 4300 - Administrative and Supervisory Personnel, including material related to professional development; the "filling" of classified positions; clearly defined and communicated duties, responsibilities, and expectations for each classified position; and employee responsibilities and performance evaluations.

Administrative Regulation 4200 - Classified Personnel

Regulation updated in conjunction with the accompanying Board policy.

Administrative Regulation 4212 - Appointment and Conditions of Employment

Regulation updated to reference case law, where the California Supreme Court held that a district can be held vicariously liable for the negligence of its administrators and supervisors in the hiring, retention, and supervision of a counselor who sexually harassed and/or abused a student. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2025)** which requires districts (1) when considering an applicant for a classified position, to inquire with each local educational agency or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation, and (2) upon inquiry, to disclose to a local educational agency or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to the Commission on Teacher Credentialing. In addition, regulation update to reference, for county offices of education that have an elected, rather than appointed, County Superintendent of Schools, **NEW LAW (SB 521, 2025)** which provides that a public employee convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of official duties as a public employee, be disqualified for five years from any public employment.

Board Policy 4300 - Administrative and Supervisory Personnel

Policy updated for consistency, as appropriate, with Board Policy 4100 - Certificated Personnel and Board Policy/Administrative Regulation 4200 - Classified Personnel, including material related to professional development; the selection, recommendation, and Governing Board ratification of qualified candidates for administrative and supervisory positions; defined and communicated duties, responsibilities, and expectations for each administrative and supervisory position; and employee responsibilities and evaluations. Additionally, policy updated to delete language regarding the adoption of policies related to administrative and supervisory personnel, insofar as the policies are needed to comply with law and describe terms of employment, as being unnecessary due to its very general nature. In addition, policy updated to reflect case law which held that a classified employee can only obtain senior management status if that employee is designated a senior manager by the Board.

Administrative Regulation 4300 - Administrative and Supervisory Personnel

Regulation updated to delete material related to collective bargaining since management employees do not have collective bargaining rights pursuant to the Educational Employment Relations Act.

Board Policy 5131.4 - Student Disturbances

Policy updated to add to the Governing Board's philosophical statement the recognition that student disturbances interfere with a positive school environment and interrupt learning, and to delete material related to requesting assistance from law enforcement as that material is covered in the development of a school's disturbance management plan (formerly disturbance response plan). Additionally, policy updated to expand material related to a school's disturbance management plan, including who the Superintendent or designee may consult with when developing the plan, and creating a list of items that the plan may include. In addition, policy updated to provide that discipline for students who participate in a disturbance be in accordance with specified discipline related policies.

Administrative Regulation 5131.4 - Student Disturbances

Regulation updated to delete headings as unnecessary, reorganize and clarify the list of prohibited activities for which a student involved or attempting to be involved in may be subject to discipline, and include the requirement that a middle or high school student be permitted one excused absence per school year due to participation in a civic or political event.

Board Policy 5141.4 - Child Abuse Prevention and Reporting

Policy updated to reflect that the Superintendent or designee may collaborate with the county's child welfare, probation, mental health, public health, and sheriff's departments; juvenile court; and office of education, on intervention programs for students. Additionally, policy updated to reflect **NEW LAW (SB 848, 2025)** which authorizes any instructional program on child abuse offered by the district to include, in addition to instruction on sexual abuse and human trafficking prevention, instruction on sexual assault,. In addition, policy updated to clarify that parent(s)/guardian(s) have the right to excuse their child from all or part of abuse, including sexual abuse, and human trafficking prevention education, and assessments related to that education, in accordance with law and Board policy. Policy also updated to reflect the requirement that districts that issue student identification cards for students in grades 7-12 have printed on them (1) the 988 Suicide and Crisis Lifeline, (2) the National Domestic Violence Hotline, and (3) as required by **NEW LAW (AB 727, 2025)** The Trevor Project's LGBTQ+ suicide hotline, and may have printed on them a quick response (QR) code that links to the county's mental health resources website.

Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting

Regulation updated to reflect **NEW LAW (SB 848, 2025)** which (1) adds to the definition of "mandated reporter" a Governing Board member, or volunteer who is over 18 years of age and who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee, (2) requires volunteers to be provided mandated reporter training within six weeks of commencing volunteer services, and (3) adds specified training and notice requirements.

NEW - Board Policy 5141.75 - Weather Safety

New policy addresses safety related to various forms of inclement weather, and reflects requirement for districts to, by July 1, 2026, develop, adopt, and implement weather protocols for extreme weather conditions. Additionally, policy reflects CDE's "Senate Bill 1248: Extreme Weather Guidelines," and incorporates content from former Board Policy 5141.7 - Sun Safety.

Administrative Regulation 5142 - Safety

Regulation updated to reflect **NEW LAW (AB 727, 2025)** which requires districts that issue student identification cards for students in grades 7-12 to have printed on them, in addition to other required safety and mental health resources, the Trevor Project's LGBTQ+ suicide hotline. Additionally, regulation updated to clarify that the Superintendent or designee may permit students to avoid overexposure to sun and extreme weather conditions in accordance with Board Policy 5141.75 - Weather Safety and Board Policy/Administrative Regulation 6142.7- Physical Education and Activity. In addition, regulation updated to add material related to a "personal transportation device," which includes, in addition to standard bicycles, scooters, skateboards, and roller skates, electric bicycles (e-bikes) and electric scooters (e-scooters), and requires that (1) students follow all laws and regulations regarding proper usage, speed limits, age, licensing, and equipment requirements, (2) personal transportation devices that do not meet legal standards for use on public roads or paths not be permitted on school campuses, (3) riding a personal transportation device is not permitted on school campus during the school day, and (4) while on campus, a personal transportation device should be walked to designated parking areas and secured.

Board Policy 5145.6 - Parent/Guardian Notifications

Policy updated in conjunction with the accompanying exhibit, which is reviewed and updated annually.

Exhibit (1) 5145.6 - Parent/Guardian Notifications

Exhibit updated to reflect (1) **NEW LAW (AB 495, 2025)** which requires the Governing Board to notify parents/guardians of, and post specified information in administrative buildings, related to response to immigration enforcement, (2) **NEW LAW (SB 715, 2025)** which has specified notification requirements related to discrimination, (3) the requirement to notify parents/guardians prior to administering any psychological test involving their child and the ability to opt-out, (4) the requirement to notify parents/guardians when a child is absent from school without permission, (5) **NEW LAW (SB 98, 2025)** which requires parents/guardians to be notified when that school confirms the presence of immigration enforcement on a school site, and (6) **NEW COURT DECISION (Mahmoud v. Taylor)** regarding the right to opt out of instructional content that substantially interferes with religious development.

Board Policy 7110 - Facilities Master Plan

Policy updated to clarify in the Governing Board's philosophical statement that long-range planning is important for carrying out the district's vision, mission, and goals. Additionally, policy updated to reflect

NEW LAW (SB 848, 2025) which requires the Board to, by July 1, 2026, adopt written policies, plans or specifications for the design and construction of facilities, including furnishing of such facilities, that promote safe environments for learning and engagement.

Board Bylaw 9200 - Limits of Board Member Authority

Bylaw updated to clarify the Governing Board's expectations that individual Board members conduct themselves specifically in accordance with Board Bylaw 9000 - Role of the Board and Board Bylaw 9005 - Governance Standards. Additionally, bylaw updated to include that (1) individual Board members do not have the authority to direct staff or represent the Board or the district, (2) individual Board members do not have the authority to investigate, resolve, or otherwise actively engage with community members with respect to complaints, personnel or student matters, or legal issues, (3) any Board member who receives a communication regarding such a topic shall forward the communication to or otherwise inform the Superintendent or Board president, and (4) individual Board members are permitted to engage with community members, including responding to general inquiries or expressions of opinion so long as such engagement is consistent with Board policies and bylaws such as Board Bylaw 9010 - Public Statements and Board Bylaw 9012 - Board Member Electronic Communications. In addition, bylaw updated to provide additional limitations, procedures, and expectations related to instances when an individual Board member observes and/or volunteers in a school or classroom, including in the school or classroom in which the Board member's child is enrolled.

Policy 1240: Volunteer Assistance

Status: DRAFT

Original Adopted Date: 04/28/2015

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, contribute to school safety, and support the district in providing for the well-being of district students, while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. Additionally, the Superintendent or designee may recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities.

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, district policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with collective bargaining agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

Regulation 1240: Volunteer Assistance

Status: DRAFT

Original Adopted Date: 04/28/2015

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)
2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to "Volunteer Facilities Projects," below
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At the volunteer's discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law website.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior

to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. Additionally, a person who is required to register as a sex offender because of a conviction for a crime when the victim was a minor under 16 years of age shall not serve as a volunteer in any capacity in which the volunteer would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that the volunteer has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Additionally, projects shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. Additionally, the Superintendent or designee shall ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 05/28/2019 | **Last Revised Date:** 11/26/2024

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class
 - b. A student does not have access to textbooks or instructional materials to use at home or after school

This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates

that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

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

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility. (Education Code 35292.5)

In any school serving students any of grades 3-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Additionally, starting July 1, 2026, in any school that has more than one female and more than one male restroom designated exclusively for student use, a complaint may be filed alleging noncompliance with the requirements specified in Education Code 35292.5 to maintain at least one all-gender restroom for student use. (Education Code 35292.5)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials has been filed directly with the SPI but not with the district, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

The principal or Superintendent's designee shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the SPI within 15 calendar days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4610, 4687)

However, no other type of complaint regarding the condition of school facilities as described in "Types of Complaints" above may be appealed to the SPI. (Education Code 35186; 5 CCR 4610, 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 11/26/2024

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

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials

That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair

This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff.

3. There should be no teacher vacancies or misassignments

There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. Additionally, you may download a copy of the California Department of Education (CDE) complaint form from CDE's website, when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 08/09/2022 | Last Revised Date: 11/26/2024

**COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, including emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

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

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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

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

1. ☐ Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- a. ☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class
- b. ☐ A student does not have access to textbooks or instructional materials to use at home or after school
This does not require two sets of textbooks or instructional materials for each student
- c. ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage
- d. ☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials

2. ☐ Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- a. ☐ A semester begins and a teacher vacancy exists

A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

- b. ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class

This does not relieve the district from complying with state or federal law regarding teachers of English Learners.

c. ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency

3. ☐ Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

a. ☐ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff while at school including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district

b. ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers

c. ☐ For a school serving students in any of grades 3-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom

d. ☐ Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5

e. ☐ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes

This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as you wish to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

(principal or designee)

(address)

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

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

(Signature)

(Date)

DRAFT

Policy 2110: Superintendent Responsibilities And Duties

Status: DRAFT

Original Adopted Date: 09/27/2005

The Governing Board desires to establish a productive and collaborative working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning, achievement, and well-being, and the attainment of the district's vision and goals. Additionally, the Board desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall set expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage all instructional and noninstructional operations. Additionally, the Superintendent serves as a member of the district's governance team and has responsibilities to support Board operations and decision-making.

The Superintendent may delegate any of the Superintendent's responsibilities and duties to other district staff, but remains accountable to the Board for all areas of operation under the Superintendent's authority.

The Superintendent shall complete ethics training in accordance with Government Code 53234-53235.2 at least once every two years. (Government Code 53235)

If the Superintendent begins service with the district after January 1, 2026, the Superintendent is required to receive ethics training no later than six months from the first day of service with the district, and at least once every two years thereafter. (Government Code 53235.1)

The district shall maintain records of ethics training, which are public records subject to disclosure under the California Public Records Act, for at least five years after the Superintendent received the training. The district shall post on its website clear instructions and contact information for the purpose of requesting these records. (Government Code 53235.2)

Regulation 3517: Facilities Inspection

Status: DRAFT

Original Adopted Date: 02/27/2018 | **Last Revised Date:** 11/26/2024

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Systems: Gas systems and pipes appear and smell safe, functional, and free of leaks
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges
3. Doors and Windows: Doors and windows are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others

Locks and other security hardware function as designed.

5. Interior Surfaces: Walls, floors, and ceilings are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause

Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.

6. Hazardous and Flammable Materials: Hazardous and flammable materials are stored properly

No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.

7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed

Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.

8. Fire Safety and Emergency Alarm Systems and Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly

Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.

9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly

10. Lighting: Interior and exterior lighting appears to be adequate and working properly

Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.

11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident

12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks

Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.

13. Restrooms: Restrooms and restroom fixtures are functional, fully operational, maintained and cleaned regularly, and stocked at all times with supplies, including toilet paper, soap, and paper towels or functional hand dryers, in accordance with Education Code 35292.5

The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom due to a documented student safety concern, an immediate threat to student safety, or the need to repair the facility.

Additionally, any school serving students in any of grades 3-12 shall, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location in every restroom required to stock menstrual products a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

In addition, starting July 1, 2026, any school that has more than one female and more than one male restroom designated exclusively for student use, excluding restrooms designated for students in transitional kindergarten or kindergarten, shall provide and maintain at least one all-gender restroom for student use. The district shall use signage that identifies the bathroom facility as being open to all genders and is in accordance with 24 CCR 11B-703. The district shall ensure that the restroom is available for use consistent with the requirements specified in Education Code 35292.5 and is unlocked, unobstructed, easily accessible by any student, and consistent with existing access to sex-segregated restrooms; stocked with menstrual products in accordance with Education Code 35292.6; and available during school hours and school functions when students are present. The district shall post in a prominent and conspicuous location outside of at least one all-gender restroom a notice regarding these requirements that includes contact information for the staff member designated as the point of contact responsible for implementing such requirements.

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets
17. Playground/School Grounds: Playground equipment, including exterior fixtures, seating, tables, and equipment, and school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti

Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

Additionally, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards, Board policy, and administrative regulations.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

If a County Superintendent provides a report to the Board, it shall be presented at a regularly scheduled meeting held in accordance with law.

DRAFT

Exhibit 3517-E(1): Facilities Inspection

Status: DRAFT

Original Adopted Date: 08/09/2022 | **Last Revised Date:** 11/26/2024

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

- a. On or before the start of the 2024-25 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 3 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to students
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section

This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.

- d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle
- e. This section shall become operative on July 1, 2024

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

Director of Maintenance, Operations & Transportation _____
(name and/or title/position)
559-583-5901 _____
(telephone number)
bstidman@hjuhsd.k12.ca.us _____
(email address)

Exhibit 3517-E(2): Facilities Inspection

Status: DRAFT

Original Adopted Date: Pending

NOTICE REGARDING ALL-GENDER RESTROOM

Education Code 35292.5 requires that:

Each school district, county office of education, and charter school, including charter schools operating in a school district facility pursuant to Education Code 47614, maintaining any combination of classes from grades 1 to 12, inclusive, shall comply with the following for each of its school sites that, before July 1, 2026, has more than one female restroom and more than one male restroom designated exclusively for student use, excluding restrooms designated for students in transitional kindergarten or kindergarten:

1. Provide and maintain at least one all-gender restroom for student use that meets the following requirements:
 - a. Has signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B-703
 - b. Is available for student use, consistent with the requirements of Education Code 35292.5(a), as unlocked, unobstructed, easily accessible by any student, and consistent with existing student access to sex-segregated restrooms
 - c. Is consistent with the requirements specified in Education Code 35292.6
 - d. Is available during school hours and school functions when students are present
2. Designate a staff member to serve as a point of contact for implementation of Education Code 35292.5
3. Post a notice regarding the requirements of Education Code 35292.5(b)(1) in a prominent and conspicuous location outside of at least one all-gender restroom, including contact information for the person designated as a point of contact pursuant to Education Code 35292.5(b)(1)(B)

The name and contact information for the individual designated to serve as point of contact for implementation of Education Code 35292.5 is:

Director of Maintenance, Operations & Transportation

(name and/or title/position)

559-583-5901

(telephone number)

bstidman@hjuhsd.k12.ca.us

(email address)

Policy 4100: Certificated Personnel

Status: DRAFT

Original Adopted Date: 03/12/1997

The Governing Board believes that the district's certificated employees are essential for carrying out the district's educational goals and supporting the academic achievement, personal growth, and well-being of district students. Additionally, the Board acknowledges that certificated personnel benefit from professional development in fulfilling the expectations for their position and expects certificated employees to engage in ongoing professional growth to improve their skills and pursue excellence.

The Superintendent or designee shall fill each of its certificated positions with individuals who meet applicable credentialing requirements and district qualifications, consistent with position requirements.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each certificated position.

Each certificated employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, administrative regulations, and collective bargaining agreements, as appropriate.

The Superintendent or designee may provide professional development opportunities to certificated staff for the purpose of continual improvement of knowledge and skills related to the employee's position.

DRAFT

Policy 4111: Recruitment And Selection

Status: DRAFT

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 05/28/2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop recruitment and selection processes, consistent with applicable law, Board policy, and collective bargaining agreements, that are designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. Additionally, the Superintendent or designee shall disseminate job announcements in a manner reasonably designed to reach a broad pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.3)

The Superintendent shall develop and maintain appropriate hiring procedures to identify qualified candidates who meet district needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential to the extent consistent with law.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being

impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4211: Recruitment And Selection

Status: DRAFT

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 05/28/2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop recruitment and selection processes, consistent with applicable law, Board policy, and collective bargaining agreements, that are designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. Additionally, the Superintendent or designee shall disseminate job announcements in a manner reasonably designed to reach a broad pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.3)

The Superintendent shall develop and maintain appropriate hiring procedures to identify qualified candidates who meet district needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential to the extent consistent with law.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being

impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4311: Recruitment And Selection

Status: DRAFT

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 05/28/2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop recruitment and selection processes, consistent with applicable law, Board policy, and collective bargaining agreements, that are designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. Additionally, the Superintendent or designee shall disseminate job announcements in a manner reasonably designed to reach a broad pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.3)

The Superintendent shall develop and maintain appropriate hiring procedures to identify qualified candidates who meet district needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential to the extent consistent with law.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being

impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Regulation 4112: Appointment And Conditions Of Employment

Status: DRAFT

Original Adopted Date: 09/28/2004 | **Last Revised Date:** 10/11/2016

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)
 2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)
 3. Submit to fingerprinting and criminal background clearance as required by law (Education Code 44830.1)
 4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)
 5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)
 6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
 7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)
 8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)
 9. Submit to a physical examination, tuberculosis testing/risk assessment, and any required medical examinations or certifications in accordance with law and Board policy (Education Code 44839, 49406)
 10. Submit to drug and alcohol testing in accordance with law, Board policy and collective bargaining agreement, as applicable
 11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)
 12. File the oath or affirmation of allegiance required by Government Code 3100-3109
 13. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy, or administrative regulation, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection or otherwise related to credentialing, assignment, and misconduct reporting
-

Regulation 4112.5: Criminal Record Check

Status: DRAFT

Original Adopted Date: 04/28/2015 | **Last Revised Date:** 05/28/2024

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor
2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon
3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year
4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing (CTC)
5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by CTC if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the district to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

Maintenance of Criminal Record Offender Notification

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Egregious Misconduct Inquiries

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school

regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

Interagency Agreement

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

Additionally, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the Superintendent of any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. Additionally, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

Regulation 4212.5: Criminal Record Check

Status: DRAFT

Original Adopted Date: 04/28/2015 | **Last Revised Date:** 05/28/2024

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor
2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon
3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year
4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing (CTC)
5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by CTC if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the district to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

Maintenance of Criminal Record Offender Notification

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Egregious Misconduct Inquiries

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school

regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

Interagency Agreement

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

Additionally, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the Superintendent of any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. Additionally, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

Regulation 4312.5: Criminal Record Check

Status: DRAFT

Original Adopted Date: 04/28/2015 | **Last Revised Date:** 05/28/2024

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor
2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon
3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year
4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing (CTC)
5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by CTC if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the district to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

Maintenance of Criminal Record Offender Notification

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Egregious Misconduct Inquiries

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school

regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

Interagency Agreement

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

Additionally, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the Superintendent of any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. Additionally, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

Exhibit 4112.5-E(1): Criminal Record Check

Status: DRAFT

Original Adopted Date: 05/28/2024

**SAMPLE EMPLOYEE STATEMENT FORM
CONDITIONS FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION**

To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

☐ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

☐ I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

☐ I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

☐ I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ

If confirmed, my login information to the portal shall not be shared with anyone

☐ I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

☐ I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

☐ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

☐ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: _____ Date: _____

Printed Name: _____

Exhibit 4212.5-E(1): Criminal Record Check

Status: DRAFT

Original Adopted Date: 05/28/2024

**SAMPLE EMPLOYEE STATEMENT FORM
CONDITIONS FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION**

To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

☐ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

☐ I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

☐ I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

☐ I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ

If confirmed, my login information to the portal shall not be shared with anyone

☐ I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

☐ I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

☐ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

☐ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: _____ Date: _____

Printed Name: _____

Exhibit 4312.5-E(1): Criminal Record Check

Status: DRAFT

Original Adopted Date: 05/28/2024

**SAMPLE EMPLOYEE STATEMENT FORM
CONDITIONS FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION**

To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

☐ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

☐ I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

☐ I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

☐ I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ

If confirmed, my login information to the portal shall not be shared with anyone

☐ I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

☐ I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

☐ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

☐ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: _____ Date: _____

Printed Name: _____

Regulation 4112.6: Personnel Files

Status: DRAFT

Original Adopted Date: 09/25/2012 | **Last Revised Date:** 05/24/2016

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code 3305-3306.5.

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's file, the employee shall be informed that the signature only signifies that the employee has read the material and does not necessarily indicate that the employee agrees with its contents.

Any request by an employee to include materials in the employee's personnel file shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Governing Board member shall not access or be given access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee or former employee wishing to inspect the employee's or former employee's personnel record shall contact the Superintendent or designee.

Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the district receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the district's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district. (Education Code 44031; Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the district stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

If the employee has, in writing, authorized a representative, the employee may be accompanied by that representative while reviewing the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records.

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the district receives the request. The deadline to provide a copy of the records may

be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the district for actual postal expenses. (Labor Code 1198.5)

Record Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

Egregious Misconduct

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another district, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Regulation 4212.6: Personnel Files

Status: DRAFT

Original Adopted Date: 09/25/2012 | **Last Revised Date:** 05/24/2016

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code 3305-3306.5.

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's file, the employee shall be informed that the signature only signifies that the employee has read the material and does not necessarily indicate that the employee agrees with its contents.

Any request by an employee to include materials in the employee's personnel file shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Governing Board member shall not access or be given access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee or former employee wishing to inspect the employee's or former employee's personnel record shall contact the Superintendent or designee.

Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the district receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the district's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district. (Education Code 44031; Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the district stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

If the employee has, in writing, authorized a representative, the employee may be accompanied by that representative while reviewing the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records.

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the district receives the request. The deadline to provide a copy of the records may

be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the district for actual postal expenses. (Labor Code 1198.5)

Record Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

Egregious Misconduct

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another district, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Regulation 4312.6: Personnel Files

Status: DRAFT

Original Adopted Date: 09/25/2012 | **Last Revised Date:** 05/24/2016

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code 3305-3306.5.

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's file, the employee shall be informed that the signature only signifies that the employee has read the material and does not necessarily indicate that the employee agrees with its contents.

Any request by an employee to include materials in the employee's personnel file shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Governing Board member shall not access or be given access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee or former employee wishing to inspect the employee's or former employee's personnel record shall contact the Superintendent or designee.

Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the district receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the district's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district. (Education Code 44031; Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the district stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

If the employee has, in writing, authorized a representative, the employee may be accompanied by that representative while reviewing the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records.

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the district receives the request. The deadline to provide a copy of the records may

be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the district for actual postal expenses. (Labor Code 1198.5)

Record Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

Egregious Misconduct

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another district, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Policy 4112.9: Employee Notifications

Status: DRAFT

Original Adopted Date: 09/25/2012 | **Last Revised Date:** 09/09/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

DRAFT

Policy 4212.9: Employee Notifications

Status: DRAFT

Original Adopted Date: 09/25/2012 | **Last Revised Date:** 09/09/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

DRAFT

Policy 4312.9: Employee Notifications

Status: DRAFT

Original Adopted Date: 09/25/2012 | **Last Revised Date:** 09/09/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

DRAFT

Exhibit 4112.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 08/22/2023 | **Last Revised Date:** 09/09/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information on pesticides

When/Whom to Notify: When the school confirms the presence of immigration enforcement on the school site
Education or Other Legal Code: Education Code 32282
Board Policy/Administrative Regulation #: AR 0450, AR 1445
Subject: Presence of immigration enforcement on school site

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: AR 6146.3
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer emergency epinephrine delivery systems

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment or volunteering
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.8,
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment

Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8

Board Policy/Administrative Regulation #: AR 6178

Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12

Education or Other Legal Code: Education Code 234.1

Board Policy/Administrative Regulation #: BP 5145.3

Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP/AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Governing Board decision regarding termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Governing Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation regarding report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Governing Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer emergency epinephrine delivery system

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence
When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

DRAFT

Exhibit 4212.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 08/22/2023 | **Last Revised Date:** 09/09/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information on pesticides

When/Whom to Notify: When the school confirms the presence of immigration enforcement on the school site
Education or Other Legal Code: Education Code 32282
Board Policy/Administrative Regulation #: AR 0450, AR 1445
Subject: Presence of immigration enforcement on school site

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: AR 6146.3
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer emergency epinephrine delivery systems

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment or volunteering
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.8,
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment

Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8

Board Policy/Administrative Regulation #: AR 6178

Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12

Education or Other Legal Code: Education Code 234.1

Board Policy/Administrative Regulation #: BP 5145.3

Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP/AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Governing Board decision regarding termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Governing Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation regarding report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Governing Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer emergency epinephrine delivery system

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence
When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

DRAFT

Exhibit 4312.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 08/22/2023 | **Last Revised Date:** 09/09/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information on pesticides

When/Whom to Notify: When the school confirms the presence of immigration enforcement on the school site
Education or Other Legal Code: Education Code 32282
Board Policy/Administrative Regulation #: AR 0450, AR 1445
Subject: Presence of immigration enforcement on school site

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: AR 6146.3
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer emergency epinephrine delivery systems

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment or volunteering
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.8,
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment

Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8

Board Policy/Administrative Regulation #: AR 6178

Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12

Education or Other Legal Code: Education Code 234.1

Board Policy/Administrative Regulation #: BP 5145.3

Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP/AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Governing Board decision regarding termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Governing Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation regarding report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Governing Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer emergency epinephrine delivery system

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence
When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

DRAFT

Policy 4200: Classified Personnel

Status: DRAFT

Original Adopted Date: 02/27/2018

The Governing Board believes that classified employees provide essential services that support and enhance the district's educational program, including the academic achievement, personal growth, and well-being of district students. Additionally, the Board acknowledges that classified employees benefit from professional development in fulfilling the expectations for their position and expects classified employees to engage in ongoing professional development to improve their skills and pursue excellence.

The Superintendent or designee shall fill each of its classified positions with individuals who meet applicable requirements and district qualifications, consistent with position requirements.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each classified position.

The Superintendent or designee may provide professional development opportunities to classified staff for the purpose of continual improvement of knowledge and skills related to the employee's position.

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

Each classified employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, administrative regulations, and collective bargaining agreements, as appropriate.

Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

Regulation 4200: Classified Personnel

Status: DRAFT

Original Adopted Date: 02/12/2019

Exemption from Classified Service

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

OPTION 1: Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes shall not be part of the classified service: (Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

OPTION 1 ENDS HERE

OPTION 2: Merit System Districts

Individuals hired solely for the following purposes shall not be part of the classified service: (Education Code 45256)

1. Apprentices
2. Professional experts employed by the Governing Board or the personnel commission on a temporary basis for a specific project
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

OPTION 2 ENDS HERE

Restricted Positions

Persons employed in restricted positions pursuant to Education Code 45105 or 45108 shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. Such persons shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service and satisfactorily completing the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

Regulation 4212: Appointment And Conditions Of Employment

Status: DRAFT

Original Adopted Date: 10/22/2002

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting and criminal background clearance as required by law (Education Code 45125)
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination, tuberculosis testing/risk assessment, or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109
9. Submit to drug and alcohol testing as required by Board policy
10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy, or administrative regulation, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection or otherwise related to credentialing, assignment, and misconduct reporting

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term, or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor. (Education Code 45169)

Policy 4300: Administrative And Supervisory Personnel

Status: DRAFT

Original Adopted Date: 06/26/2007

The Governing Board believes that effective management is vital to the success of the district and the district's educational goals. The Board recognizes the importance of initiative and good judgment in the development, implementation, and oversight of district programs and operations, and encourages management personnel to support productivity, professional growth, and teamwork among employees. Additionally, the Board acknowledges that administrative and supervisory personnel benefit from professional development in fulfilling the expectations of their position and may provide or require professional development aligned with district priorities, operational needs, and applicable agreements, such that employees may improve their skills and pursue excellence.

Except for the Superintendent who is hired by the Board as specified in Board Policy 2120 - Superintendent Recruitment and Selection, the Superintendent or designee shall select and recommend qualified candidates for administrative and supervisory positions consistent with position requirements and the needs of the district, and the Board shall ratify and approve appointments in accordance with law and Board policy.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each administrative and supervisory position.

Each administrative and supervisory employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, and administrative regulations, as appropriate.

The Board may, by resolution and in accordance with applicable law, designate positions as senior management of the classified service, and may, by resolution, establish or abolish any such positions. An employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which the employee would otherwise be entitled if the employee had not been in a senior management position. (Education Code 45104.5)

The Superintendent or designee may provide professional development opportunities to administrative and supervisory employees for the purpose of continual improvement of knowledge and skills related to the employee's position.

Regulation 4300: Administrative And Supervisory Personnel

Status: DRAFT

Original Adopted Date: 06/26/2007

Classified Senior Management Employees

A senior management employee is either a fiscal advisor to the Superintendent or an employee in the highest position not requiring certification in a principal district program area, with districtwide responsibility for formulating policy or administering the program. (Education Code 45108.5)

Employees holding positions designated as classified senior management positions are entitled to all of the rights, benefits, and burdens of other classified employees, except that each senior management employee shall not obtain permanent status in the senior management position. (Education Code 45100.5, 45256.5)

Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability and who have been found qualified for the positions as specified by the Superintendent and determined by the personnel commission. (Education Code 45256.5)

DRAFT

Policy 5131.4: Student Disturbances

Status: DRAFT

Original Adopted Date: 10/10/2006

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning, and recognizes that student disturbances interfere with such an environment and interrupt learning

In order to respond to a student disturbance and to help prevent student activity from becoming a student disturbance, the Superintendent or designee and the principal of each school shall establish a student disturbance management plan for the school. At the Superintendent's or designee's discretion, the plan may be included in the school's comprehensive school safety plan in accordance with Board Policy/Administrative Regulation 0450 - Comprehensive Safety Plan, or in the district's school emergency and disaster preparedness plan in accordance with Board Policy/Administrative Regulation 3516 - Emergencies and Disaster Preparedness Plan.

In developing each school's plan, the Superintendent or designee and principal may consult with students, staff, parents/guardians, and other interested individuals, as appropriate. Additionally, the Superintendent or designee and principal may consult with local law enforcement authorities to the extent the plan includes guidelines for law enforcement support and intervention.

The plan may include, but need not be limited to, the following:

1. The types of student disturbances that the plan addresses, including prohibited activities listed in the accompanying administrative regulation

Additionally, this may include student activities that constitute or may lead to student disturbances such as protests, sit-ins/stand-ins, and walk-outs.

2. Measures designed to prevent student disturbances

This may include identifying student supports and training to help staff recognize, report, and respond to student activities that may lead to student disturbances.

3. The school's responses to student disturbances

This may include consideration of student rights such as freedom of expression in accordance with Board Policy/Administrative Regulation 5145.2 - Freedom of Speech/Expression.

4. Staff involvement in student disturbances

Any such involvement shall be in accordance with Board Policy 4119.1/4219.1/4319.1 - Civil and Legal Rights and Board Policy/Administrative Regulation 4119.25/4219.25/4319.25- Political Activities of Employees.

Students who participate in a disturbance may be subject to discipline in accordance with Board Policy/Administrative Regulation 5144 - Discipline, Board Policy/Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).

Regulation 5131.4: Student Disturbances

Status: DRAFT

Original Adopted Date: 10/10/2006

A student involved or attempting to be involved in any of the following prohibited activities may be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
2. Disrupting district operations, including, but not limited to, making statements that are obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

Other examples of activities that may disrupt district operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on district premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to district premises
- c. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of district personnel
- d. Participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity and the protest significantly disrupts instruction or other school activities

Any student who is absent from class or school due to participation in Items #2a-d above shall be given an unexcused absence, regardless of any parent/guardian approval of the absence.

However, upon providing advanced notice and in accordance with Board Policy/Administrative Regulation 5113 - Absences and Excuses, a student in middle or high school shall be permitted one excused absence per school year in order to participate in a civic or political event such as voting, poll working, strikes, public commenting, or attending candidate speeches, political or civic forums, or town halls. (Education Code 48205)

3. Interfering with or unauthorized use of district technology

When a disturbance is ongoing, and the principal or designee believes that additional students might become involved in the disturbance if not in class, such as during passing periods, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

Additionally, the principal may request the Superintendent to dismiss school in accordance with the school disturbance management plan.

Policy 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

Original Adopted Date: 04/28/2015 | **Last Revised Date:** 10/28/2025

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse, assault, and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse, assault, and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

The Superintendent or designee may collaborate with the county's child welfare, probation, mental health, public health, and sheriff's departments; juvenile court; and office of education, on intervention programs for students.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

Any instructional program on child abuse may include annual instruction on sexual abuse and assault, and human trafficking prevention, including instruction on the prevalence and nature of abuse, including sexual abuse and assault and human trafficking, strategies to reduce risk, techniques to set healthy boundaries, and how to safely seek assistance. (Education Code 51950)

Additionally, the district's program may include age-appropriate instruction in sexual abuse and sexual assault awareness and prevention. (Education Code 51900.6, 51950)

Parent(s)/guardian(s) shall have the right to excuse their child from all or part of instruction regarding abuse, including sexual abuse, and human trafficking prevention education, and assessments related to that education, in accordance with law and Board policy. (Education Code 51950)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

Additionally, student identification cards for students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline, the National Domestic Violence Hotline (1-800-799-7233), and The Trevor Project's LGBTQ+ suicide hotline (1-866-488-7386, or by texting START to 678-678). In addition, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the district

and/or school comprehensive safety plan. (Education Code 32282)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

DRAFT

Regulation 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

Original Adopted Date: 04/28/2015 | **Last Revised Date:** 10/28/2025

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment as a peace officer (Penal Code 11165.5, 11165.6)

CSBA NOTE: Education Code 44807 provides that physical control of a student under the conditions specified in Item #3 below is not subject to criminal prosecution or penalties.

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a district employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

Additionally, general neglect does not include: (Penal Code 11165.2)

1. A parent/guardian's economic disadvantage
2. A child receiving treatment by spiritual means pursuant to Welfare and Institutions Code 16509.1, or not receiving specified medical treatment for religious reasons

Mandated reporters include, but are not limited to, Governing Board members; teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; administrators, presenters, and counselors of a child abuse prevention program; and volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and

experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

Using the procedures provided below, a mandated reporter shall make a report whenever the mandated reporter, while acting in a professional capacity or within the scope of employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under 14 years of age shall notify a peace officer. (Penal Code 152.3)

The fact that a child is experiencing homelessness or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect. (Penal Code 11165.15)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Such reports shall be made to the following agency(ies):

Child Protective Services
1400 W. Lacey Blvd., Bldg 8
Hanford, CA 93230
(559) 852-2000 (24-Hour CPS Hotline)
(name of appropriate agency)

(address)

(phone number)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, within the first six weeks of employment if hired during the school year, or within six weeks of commencing volunteer services, the Superintendent or designee shall provide training on mandated reporting requirements to district employees, persons working on their behalf, and volunteers who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. Additionally, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

In addition, the Superintendent or designee shall provide annual training on the prevention of abuse, including sexual abuse and assault, of children on district property, by district staff and volunteers, or in district-sponsored programs. (Education Code 44691)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

A person who has completed the mandated reporter training provided by CDSS and received a certificate of completion within the previous 12 months shall be deemed to satisfy the mandated reporter training requirements specified in Education Code 44691.

The Superintendent or designee shall periodically provide continuing education that enables district personnel to learn about new developments in the understanding of abuse, including sexual abuse and assault, and human trafficking, and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

Victim Interviews by Social Services

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible
2. The selected person shall not participate in the interview
3. The selected person shall not discuss the facts or circumstances of the case with the child
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring on district property to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect on district property, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. Additionally, the employee shall file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.

Additionally, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

The Superintendent or designee shall provide to all new employees and volunteers who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. Additionally, the district shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment or volunteering, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

Additionally, the Superintendent or designee shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment (Penal Code 11172)

Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment (Penal Code 11166)

No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

Policy 5141.75: Weather Safety

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes that extreme weather may pose significant risks to the health and safety of students participating in physical activities during extreme weather conditions, including students who are at higher risk of health impacts from extreme weather. The Board desires to protect students from such risks. Additionally, because children are particularly vulnerable to the effects of overexposure to ultraviolet (UV) radiation from the sun and artificial sources, the Board desires to support the prevention of harmful effects of excessive UV radiation exposure by students and to assist students in developing sun-safe habits to use throughout their lives.

Extreme weather conditions means occurrences of unusually severe weather conditions, including, but not limited to, periods of extreme heat, excessive precipitation, and floods, that may pose significant harm to students. (Education Code 33355)

Physical activity means physical education classes, sports, and athletic practices and games sponsored by a district, except for those relating to an interscholastic athletic program administered by the California Interscholastic Federation. (Education Code 33355)

The Superintendent or designee shall develop, maintain, and implement weather protocols for extreme weather conditions, which incorporate the standardized guidelines compiled by the California Department of Education and detail specific measures to be taken during extreme weather conditions, including, but not limited to: (Education Code 33355)

1. Clear criteria for determining when weather conditions are considered extreme weather conditions and warrant modification or cessation of outdoor physical activities
2. Procedures for monitoring weather forecasts and alerts to anticipate extreme weather conditions
3. Protocols for communicating with staff, students, and parents/guardians regarding changes to outdoor activities due to extreme weather conditions
4. Designation of indoor alternative activities that can be safely conducted during extreme weather conditions
5. Staff training on recognizing signs of weather-related distress in students and appropriate response measures
6. Coordination with relevant local agencies and experts to ensure timely access to weather-related information and resources

The district's weather protocols may include:

1. Considering air quality conditions when determining whether outdoor physical activity should be modified
2. Maintaining air quality index thresholds for reducing or discontinuing strenuous outdoor activities
3. Having procedures for relocating activities indoors during periods of poor air quality or wildfire smoke
4. Identifying and maintaining adequate mitigation resources, such as shade structures, hydrations stations, and indoor cooling areas
5. Providing equitable access to mitigation measures across school sites
6. Planning for flexible scheduling to accommodate weather variability

The Superintendent or designee shall annually review, evaluate, and, if necessary, update the weather protocols to incorporate best practices and address any emerging concerns or challenges, and to reflect changes in weather patterns, advances in safety practices, and feedback from stakeholders. (Education Code 33355)

Sun Safety

The Superintendent or designee shall establish a developmentally appropriate prevention/intervention program for grades transitional kindergarten-12 to prevent student overexposure to UV radiation. The Superintendent or designee may coordinate sun safety and UV radiation education and policy efforts with the California Department of Public Health, the local health department, and other local agencies and/or community organizations. Such school-based programs shall involve students, parents/guardians, and the community.

The Superintendent or designee may incorporate sun safety elements into the curriculum in order to increase students' understanding of the health risks associated with overexposure to UV radiation from the sun or artificial sources and to encourage students to engage in preventive practices.

Students may take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending district-sponsored activities, or while under the supervision and control of district employees.

To encourage and assist students to avoid overexposure to the sun when they are outdoors, students shall be allowed to:

1. Wear sun-protective clothing, including, but not limited to, hats (Education Code 35183.5)
2. Wear UV-protective sunglasses outdoors
3. Use sunscreen during the school day without a physician's note or prescription (Education Code 35183.5)

Those students using sunscreen shall be encouraged to apply sunscreen at least 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. School personnel shall not be required to assist students in applying sunscreen.

4. Use UV-protective lip balm

The Superintendent or designee shall evaluate the adequacy of shaded and/or indoor areas for recreation at each school and consider the provision of sufficient shaded areas in plans for new construction or modernization of facilities.

The Superintendent or designee may monitor the UV Index and modify outdoor school activities with regard to the risk of harm associated with the Index level.

Staff shall be encouraged to model recommended sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

The Superintendent or designee shall inform school staff and parents/guardians of the district's sun safety measures and encourage parents/guardians to provide sunscreen, lip balm, hats, and other sun-protective clothing for their children to use at school. Additionally, the Superintendent or designee may provide information to parents/guardians about the risks of overexposure to UV radiation and preventive measures they may take to protect their children during nonschool hours.

Regulation 5142: Safety

Status: DRAFT

Original Adopted Date: 10/09/2007 | **Last Revised Date:** 10/28/2025

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

For information related to release of students during an emergency, see AR 3516 - Emergencies and Disaster Preparedness Plan. Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized in the district's student information system as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline, the National Domestic Violence Hotline (1-800-799-7233), and The Trevor Project's LGBTQ+ suicide hotline (1-866-488-7386, or by texting START to 678-678). Additionally, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

Student Safety Patrols

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall be allowed to serve only with written consent of the students and the student's parents/guardians. Patrol members shall be at least 10 years of age and in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

The Superintendent or designee may permit students to avoid overexposure to sun and extreme weather conditions when they are outdoors and evaluate the adequacy of shade in playground areas in accordance with Board Policy 5141.75 - Weather Safety and Board Policy/Administrative Regulation 6142.7- Physical Education and Activity.

Activities with Safety Risks

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during district-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes

5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Body Contact Sports
17. Other activities determined by the principal to have a high risk to student safety

Any student who rides a personal transportation device, such as a bicycle, scooter, electric bicycles (e-bikes), and electric scooters (e-scooters) skateboard, or roller skates to school shall follow all laws and regulations regarding proper usage, speed limits, age, licensing, and equipment requirements, including wearing a properly fitted and fastened bicycle helmet. Personal transportation devices that do not meet legal standards for use on public roads or paths may not be permitted on school campuses.

Riding a personal transportation device is not permitted on school campus during the school day. On campus, a personal transportation device should be walked to designated parking areas and secured.

As needed, the Superintendent or designee may periodically provide training or instruction to students on the safe use of electric, motorized or nonmotorized bicycles, scooters, skateboards, and roller skates.

Events In or Around a Swimming Pool

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to regularly review, update, and implement these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. Additionally, the Superintendent or designee may provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

DRAFT

Policy 5145.6: Parent/Guardian Notifications

Status: DRAFT

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 09/09/2025

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, district and school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Exhibit 5145.6-E(1): Parent/Guardian Notifications

Status: DRAFT

Original Adopted Date: 08/22/2023 | **Last Revised Date:** 09/09/2025

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2025 (SB 101, Ch. 4, Statutes of 2025) extends the suspension of these requirements through the 2025-26 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5; 46015
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410, BP 1445
Subject: Right to a free public education regardless of immigration status or religious beliefs; information relating to educational rights developed by the Attorney General

When to Notify: Beginning of each school year or upon enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21/4219.21/4319.21, BP 4119.24/4219.24/4319.24
Subject: For districts that maintain a code of conduct, material addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: None
Subject: The protections, requirements, and responsibilities prescribed in Assembly Bill 715 of the 2025-26 Regular Legislative Session

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: School immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49471, 49472

Board Policy/Administrative Regulation #: See BP 5143

Subject: Availability of insurance

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria; district's CTE courses that satisfy A-G course criteria

When to Notify: Beginning of each school year in grades 11-12

Education or Other Legal Code: Education Code 48980.5

Board Policy/Administrative Regulation #: None

Subject: Information on local apprenticeship and pre-apprenticeship programs

When to Notify: At the beginning of each school year in grades 7-12

Education or Other Legal Code: Education Code 48980.6

Board Policy/Administrative Regulation #: BP 6141.4

Subject: Any dual enrollment or International Baccalaureate courses offered by the district

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48985.5

Board Policy/Administrative Regulation #: See BP 5131.6

Subject: The dangers of using synthetic drugs not prescribed by a physician, possibility that such drugs can be found in counterfeit pills, and the risk of social media being used to market synthetic drugs, such as fentanyl

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48986, 49392

Board Policy/Administrative Regulation #: See AR 0450

Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually (not otherwise specified)

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260

Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25

Board Policy/Administrative Regulation #: See AR 6146.3
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, and newcomer students

When to Notify: Two or more times during the school year
Education or Other Legal Code: Education Code 49428
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: How to access mental health services at school and/or in the community

When to Notify: Annually or upon enrollment in elementary school
Education or Other Legal Code: Education Code 49452.6
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5
Board Policy/Administrative Regulation #: See AR 3553
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)
Education or Other Legal Code: Education Code 52062
Board Policy/Administrative Regulation #: See BP 0460
Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: Parental rights regarding special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
Board Policy/Administrative Regulation #: See AR 6181
Subject: Alternative schools

When/Whom to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 60615, 5 CCR 852
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 60900.5
Board Policy/Administrative Regulation #: AR 5125, AR 6143
Subject: Use of CalPADS data as specified in Education Code 60900.5

When to Notify: Beginning of each school year
Education or Other Legal Code: Health and Safety Code 104855
Board Policy/Administrative Regulation #: See AR 5141.6
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Beginning of each school year, if district receives Title I funds
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222

Subject: Right to request information regarding professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
Education or Other Legal Code: 34 CFR 104.8, 106.8
Board Policy/Administrative Regulation #: See BP 0410, BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent/guardian, teacher, and employee organizations or, in their absence, individuals
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA FNS Instructions 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA SP-46-2016
Board Policy/Administrative Regulation #: See AR 3551
Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
Education or Other Legal Code: Education Code 221.5, 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
Education or Other Legal Code: Education Code 35211
Board Policy/Administrative Regulation #: None
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or Other Legal Code: Education Code 39831.5
Board Policy/Administrative Regulation #: See AR 3543
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
Education or Other Legal Code: Education Code 44808.5, 48980
Board Policy/Administrative Regulation #: See BP 5112.5
Subject: Open campus status

When to Notify: When admitted or advancing to sixth grade
Education or Other Legal Code: Education Code 48980.4
Board Policy/Administrative Regulation #: None
Subject: A statement regarding the state's public policy, advising that students adhere to current immunization

guidelines regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level

When to Notify: Prior to providing an eye examination

Education or Other Legal Code: Education Code 49455.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Request for volunteers to be trained in the recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3

Subject: Specified rights related to student records

When to Notify: When students enter grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: In transitional kindergarten, kindergarten, or in first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Prior to administering any psychological test

Education or Other Legal Code: Education Code 51101

Board Policy/Administrative Regulation #: See AR 5020

Subject: Information about and to opt out of any psychological testing involving their child

When to Notify: On a timely basis following an absence

Education or Other Legal Code: Education Code 51101

Board Policy/Administrative Regulation #: See AR 5020

Subject: If child is absent from school without permission

When to Notify: Before grade 12

Education or Other Legal Code: Education Code 51225.8

Board Policy/Administrative Regulation #: See AR 6143

Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143, BP 6178

Subject: UC and CSU College admission requirements, UC and CSU websites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors to assist with selection of courses that meet college admission requirements and/or enroll in CTE courses, direction to the CaliforniaColleges.edu platform to access resources that help students and their families learn about college admission requirements

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 5125

Subject: Disclosure that student data may be shared with the California College Guidance Initiative to provide students and their families with direct access to online tools and resources for college and career planning

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view audiovisual materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year

Education or Other Legal Code: Education Code 60641, 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, AR 5125

Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program

Education or Other Legal Code: Education Code 8489.1

Board Policy/Administrative Regulation #: See AR 5148.3

Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care and development center or preschool

Education or Other Legal Code: Health and Safety Code 1596.7996

Board Policy/Administrative Regulation #: See AR 5148

Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When child is enrolled in a licensed child care and development center or preschool

Education or Other Legal Code: Health and Safety Code 1597.640

Board Policy/Administrative Regulation #: See BP/AR 5148, BP 5148.3

Subject: Website with Attorney General's model policies

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies regarding excused and unexcused absences

When to Notify: Upon child's enrollment in child care and development program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policy on fee collection

When to Notify: To secondary students, if district receives Title I funds

Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313, 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: When the school confirms the presence of immigration enforcement on the school site

Education or Other Legal Code: Education Code 32282

Board Policy/Administrative Regulation #: AR 0450, 1445

Subject: Presence of immigration enforcement on school site

When to Notify: For districts under financial distress, as defined, upon an affirmative action by the Board to implement a school closure or consolidation

Education or Other Legal Code: Education Code 41329

Board Policy/Administrative Regulation #: None

Subject: The date of the closure or consolidation, student's new school assignment, district resources to support student transition, contacts for additional information.

When to Notify: Prior to implementing alternative schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: See BP 6112

Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When a student experiencing homelessness, a foster youth, or a child eligible for free or reduced price meals applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment and how to request priority enrollment

When to Notify: When certification status of a nonpublic, nonsectarian school or agency attended by a district student changes, within 14 days of becoming aware of the change

Education or Other Legal Code: Education Code 56366.45

Board Policy/Administrative Regulation #: BP 6159.2

Subject: A change in certification status of nonpublic, nonsectarian school or agency

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors

Education or Other Legal Code: Education Code 8489.1

Board Policy/Administrative Regulation #: See AR 5148.3

Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program

Education or Other Legal Code: Education Code 8489.1

Board Policy/Administrative Regulation #: See AR 5148.3

Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: See BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
Education or Other Legal Code: Education Code 48070.5
Board Policy/Administrative Regulation #: See AR 5020, 5123
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216, 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
Education or Other Legal Code: Education Code 48260.5 Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parent/guardian obligation, availability of alternative programs, right to a conference, availability of mental health and supportive services

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school
Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: See AR 6184
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school
Education or Other Legal Code: Education Code 48432.5
Board Policy/Administrative Regulation #: See AR 6184
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4
Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school
Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission

Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing regarding possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to expel; right to appeal to County Board of Education; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals
Education or Other Legal Code: Education Code 49070
Board Policy/Administrative Regulation #: See AR 5125.3
Subject: If Governing Board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: See BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
Education or Other Legal Code: Education Code 49077
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
Education or Other Legal Code: Education Code 49452.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
Education or Other Legal Code: Education Code 49456; 17 CCR 2951
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes
Education or Other Legal Code: Education Code 49475
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49476
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or enrollment of newcomer student in grades 11-12
Education or Other Legal Code: Education Code 51225.1, 51225.25
Board Policy/Administrative Regulation #: See BP 6146.3
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18
Education or Other Legal Code: Education Code 51749.5
Board Policy/Administrative Regulation #: See BP 6158
Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established
Education or Other Legal Code: Education Code 54444.2
Board Policy/Administrative Regulation #: See BP 6175, AR 6175
Subject: Parent advisory council membership composition

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead
Education or Other Legal Code: Health and Safety Code 1597.16
Board Policy/Administrative Regulation #: See AR 5148
Subject: The requirement to test the facility, and the results of the test

When to Notify: When an automated external defibrillator (AED) is placed in a school serving students in grades 6-12, at least annually notify students
Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: See AR 6145.2 Athletic Competition
Subject: The location of all AED units on campus

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system
Education or Other Legal Code: Health and Safety Code 120440
Board Policy/Administrative Regulation #: See AR 5125, BP 5141.31, AR 5141.32
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer
Education or Other Legal Code: Penal Code 626.81
Board Policy/Administrative Regulation #: See AR 1240, BP 1250
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
Education or Other Legal Code: Penal Code 627.5
Board Policy/Administrative Regulation #: See AR 3515.2
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law
Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: Within 30 days of application for subsidized child care and development program or preschool services
Education or Other Legal Code: 5 CCR 17782, 18094, 18118
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services
Education or Other Legal Code: 5 CCR 17783, 18095, 18119
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: When payment of child care and development program fees is seven days late
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See BP 4112.2
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children

Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94

Board Policy/Administrative Regulation #: See AR 3231

Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment

Education or Other Legal Code: 34 CFR 106.44, 106.45

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

When to Notify: When advised by legal counsel

Education or Other Legal Code: Mahmoud v. Taylor (2025)

Board Policy/Administrative Regulation #: See AR 5020, BP/AR 6141.2, AR 6142.8, BP 6143

Subject: Right to opt out of instructional content that substantially interferes with religious development; opt out form if applicable

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1

Board Policy/Administrative Regulation #: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1

Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement

Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530

Board Policy/Administrative Regulation #: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing

Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504

Education or Other Legal Code: 34 CFR 104.32, 104.36

Board Policy/Administrative Regulation #: See AR 6164.6

Subject: District responsibilities, district actions, procedural safeguards

V. Building, Classroom, and Other Notices to Be Posted

Where to Post: In each bathroom and locker room at each school site

Education or Other Legal Code: Education Code 231.6

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms

Education or Other Legal Code: Education Code 234.1

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Uniform complaint procedures Board policy and administrative regulation

Where to Post: In district administrative buildings

Education or Other Legal Code: Education Code 234.7

Board Policy/Administrative Regulation #: BP 1445

Subject: Information relating to, "The Immigration-Enforcement Actions at California Schools Guide for Students and

Families," also known as, "Know Your Educational Rights," developed by the Attorney General; post in every language that the Attorney General provides and update the school year following any updates published by the Attorney General

Where to Post: In each classroom used for license exempt California State Preschool Program
Education or Other Legal Code: Education Code 8212
Board Policy/Administrative Regulation #: See AR/E 1312.3
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post : In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: On or Before July 1, 2026, in a prominent and conspicuous location outside at least one all-gender restroom
Education or Other Legal Code: Education Code 35292.5
Board Policy/Administrative Regulation #: See AR 3517, AR 5145.3
Subject: Signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B-703, is available during school hours and school functions when students are present, designated point of contact

Where to Post: In any school serving any of grades 3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: Prominently and conspicuously displayed in appropriate public areas that are accessible to, and commonly frequented by students at each school site
Education or Other Legal Code: Education Code 49428.5
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: Distribution of digitized mental health poster online

Where to Post: In at least two places normally visible to students, teachers, and visiting parents/guardians in each attendance unit for the entire month of May, annually
Education or Other Legal Code: Education Code 58501
Board Policy/Administrative Regulation #: See AR 6181
Subject: Alternative schools

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians
Education or Other Legal Code: Health and Safety Code 1596.857
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

Where to Post: In a prominent, publicly accessible location in the child care and development facility
Education or Other Legal Code: Health and Safety Code 1596.8555
Board Policy/Administrative Regulation #: See AR 5148
Subject: Child care license

Where to Post: In a prominent location adjacent to child care and development program license at facility
Education or Other Legal Code: Welfare and institutions Code 10228
Board Policy/Administrative Regulation #: See AR 5148
Subject: Rates, discounts, or scholarship policies

Policy 7110: Facilities Master Plan

Status: DRAFT

Original Adopted Date: 07/24/2012 | **Last Revised Date:** 11/08/2022

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, the district's educational program, and carrying out the district's vision, mission, and goals. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies
2. A description of the planning process
3. Description and demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds
6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives
2. Provide for maximum site enrollment at school facilities
3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010
4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future need

Additionally, plans for the design and construction of new school facilities shall meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

In addition, plans for the design and construction of facilities, including furnishing of such facilities, shall promote safe environments for learning and engagement in accordance with Board Policy 5142 - Safety.

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

Bylaw 9200: Limits Of Board Member Authority

Status: DRAFT

Original Adopted Date: 10/10/2006

The Governing Board recognizes that the Board is the unit of authority over the district and expects individual Board members to conduct themselves in accordance with Board Bylaw 9000 - Role of the Board and Board Bylaw 9005 - Governance Standards.

Unless agreed to by the Board as a whole, an individual Board member possesses no authority to direct staff, represent the Board or the district, or exercise administrative responsibility with respect to the schools.

Additionally, individual Board members do not have the authority to investigate, resolve, or otherwise actively engage with community members with respect to complaints, personnel or student matters, or legal issues. Any Board member who receives a communication regarding such a topic shall forward the communication to or otherwise inform the Superintendent or Board president, as appropriate, who shall respond or otherwise follow-up, as needed. The Board member shall not respond substantively to the communication beyond acknowledging receipt and explaining the limits of the Board member's authority. It shall be the responsibility of the Superintendent or Board president to inform the Board or place the topic on a future Board agenda.

Individual Board members are permitted to engage with community members, including responding to general inquiries or expressions of opinion. Such engagement shall be consistent with Board policies and bylaws such as Board Bylaw 9010 - Public Statements and Board Bylaw 9012 - Board Member Electronic Communications, and may not purport to represent the position of the Board.

Requests for information by an individual Board member shall be submitted to the Superintendent.

A Board member may observe and/or volunteer in a school or classroom, including in the school or classroom in which the Board member's child is enrolled, in accordance with Board Policy/Administrative Regulation 1240— Volunteer Assistance and Board Policy/Administrative Regulation 5020 - Parent Rights and Responsibilities. Prior to observing or volunteering, a Board member shall inform the Superintendent. Additionally, a Board member who is present on district property or at district programs or activities is expected to be aware of the role and limits on authority as a Board member.

A Board member who chooses to observe or volunteer shall do so in a manner that does not disrupt school operations. Any questions or concerns regarding operational or personnel matters shall be directed to the Superintendent or designee. Any questions or concerns specific to the Board member's child may be directed to appropriate site staff. If a question or concern is both specific to the Board member's child and involves operational or personnel matters, the Board member shall collaborate with the Superintendent or designee to determine whether the Board member shall direct the question or concern to site staff or whether the responsibility to investigate or resolve the question or concern, if necessary, lies with the Superintendent or designee.

Superintendent Report #3

AGENDA: New Business / Information

TOPIC: Recommended Board Policy Deletions

DESCRIPTION: Attached are the recommended Board Policy deletions.

DELETE - Board Policy 5141.7 - Sun Safety

Policy deleted as unnecessary, with content being moved to new Board Policy 5141.75 - Weather Safety.

Policy Title List – CSBA May 2026	
BP 5141.7	Sun Safety

FISCAL IMPACT: None

RECOMMENDATION: This item will be brought back to the next regularly scheduled meeting for Board consideration.

Policy 5141.7: Sun Safety

Status: DRAFT

Original Adopted Date: 10/10/2006 | **Last Reviewed Date:** 10/10/2006

The Governing Board recognizes that overexposure to ultraviolet (UV) radiation from the sun and artificial sources such as sunlamps and tanning beds is linked to the development of skin cancer, eye damage, premature aging, and a weakened immune system and that children are particularly vulnerable to the effects of overexposure. The Board desires to support the prevention of excessive UV radiation exposure by students and to assist students in developing sun-safe habits to use throughout their lives.

The Superintendent or designee shall establish a developmentally appropriate prevention/intervention program for grades 9-12 to prevent student overexposure to UV radiation. He/she may coordinate sun safety and UV radiation education and policy efforts with the California Department of Public Health, the local health department, and other local agencies and/or community organizations. He/she shall involve students, parents/guardians, and the community in support of such school-based programs.

The Superintendent or designee shall incorporate sun safety elements into the curriculum in order to increase students' understanding of the health risks associated with overexposure to UV radiation from the sun or artificial sources and to encourage students to engage in preventive practices.

Students shall be encouraged to take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.

To encourage and assist students to avoid overexposure to the sun when they are outdoors:

1. Students shall be allowed to wear sun-protective clothing, including, but not limited to, hats. (Education Code 35183.5)
2. Students shall be allowed to wear UV-protective sunglasses outdoors.
3. Students shall be allowed to use sunscreen during the school day without a physician's note or prescription. (Education Code 35183.5)

Those students using sunscreen shall be encouraged to apply sunscreen at least 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. School personnel shall not be required to assist students in applying sunscreen.

4. Students shall be allowed to use UV-protective lip balm.

The Superintendent or designee shall evaluate the adequacy of shaded and/or indoor areas for recreation at each school and shall consider the provision of sufficient shaded areas in plans for new construction or modernization of facilities.

The Superintendent or designee may monitor the UV Index and modify outdoor school activities with regard to the risk of harm associated with the Index level.

Staff shall be encouraged to model recommended sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

The Superintendent or designee shall inform school staff and parents/guardians of the district's sun safety measures and shall encourage parents/guardians to provide sunscreen, lip balm, hats, and other sun-protective clothing for their children to use at school. The Superintendent or designee also may provide information to parents/guardians about the risks of overexposure to UV radiation and preventive measures they may take to protect their children during nonschool hours.

Superintendent Report #4

AGENDA: Old Business / Action

TOPIC: HJUHSD Board Calendar 2027/2028

DESCRIPTION: The HJUHSD Board of Trustees calendar of regular meetings for the 2027/2028 school year is presented to the Board for their consideration.

FISCAL IMPACT: None

RECOMMENDATION: Administration recommends approval of this item as presented.

Hanford Joint Union High School District

2027/2028 Board Meeting Calendar

Date/Time: Second and Fourth Tuesdays of the Month - 6:00 PM

July							January						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
27-Board Meeting	25	26	27	28	29	30	23	24	25	26	27	28	29
							30	31					
August							February						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5
10-Board Meeting	8	9	10	11	12	13	6	7	8	9	10	11	12
	15	16	17	18	19	20	13	14	15	16	17	18	19
24-Board Meeting	22	23	24	25	26	27	20	21	22	23	24	25	26
	29	30	31				27	28	29				
September							March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4				1	2	3	4
	5	6	7	8	9	10	5	6	7	8	9	10	11
14-Board Meeting	12	13	14	15	16	17	12	13	14	15	16	17	18
	19	20	21	22	23	24	19	20	21	22	23	24	25
28-Board Meeting	26	27	28	29	30		26	27	28	29	30	31	
October							April						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1							1
	3	4	5	6	7	8	2	3	4	5	6	7	8
12-Board Meeting	10	11	12	13	14	15	9	10	11	12	13	14	15
	17	18	19	20	21	22	16	17	18	19	20	21	22
26-Board Meeting	24	25	26	27	28	29	23	24	25	26	27	28	29
	31						30						
November							May						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6		1	2	3	4	5	6
9-Board Meeting	7	8	9	10	11	12	7	8	9	10	11	12	13
	14	15	16	17	18	19	14	15	16	17	18	19	20
23-Board Meeting	21	22	23	24	25	26	21	22	23	24	25	26	27
	28	29	30				28	29	30	31			
December							June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4					1	2	3
	5	6	7	8	9	10	4	5	6	7	8	9	10
14-Board Meeting	12	13	14	15	16	17	11	12	13	14	15	16	17
	19	20	21	22	23	24	18	19	20	21	22	23	24
	26	27	28	29	30	31	25	26	27	28	29	30	
													22-Board Meeting

Board Approved:

Superintendent Report

#5

AGENDA:	New Business / Information / Action
TOPIC:	Agreements, Contracts, and/or Applications Signed by Superintendent or Designee
DESCRIPTION:	<p><u>Tulare County Office of Education</u> – this agreement with Tulare County Office of Education (TCOE) is for ten and one half (10.5) professional learning days for math facilitators, coaches and PLC Leads. The cost of this agreement is \$1,5250 per learning day, not to exceed \$16,012.50.</p> <p><u>Central California Investigations LLC</u> – Central California Investigations LLC (CCI) will provide residency verification services for the District. CCI will conduct three discreet surveillance checks per case to determine whether a student resides outside of a school's attendance boundaries. Following the investigation, CCI will provide the District with a written report and time log. Services are billed at \$150 per hour, with each surveillance attempt estimated to require 2–3 hours, including travel.</p>
FISCAL IMPACT:	As noted in description.
RECOMMENDATION:	Administration recommends approval of the agreements signed by the Superintendent as noted above.

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

July 27, 2026

Hanford Joint Union High School District
823 W. Lacey Blvd.
Hanford, CA 93232

Dr. Victor Rosa,

Attached is your Agency Agreement for **2026-2027** from Educational Resource Services.

Please sign and return either by e-mail or by mail to:

E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF DISTRICT:

(Please provide a detailed description of services and deliverables to be provided by Hanford Joint Union High School District.)

=== 26-27 HANFORD JUHSD [ERS MATH PL] ===

DISTRICT and SUPERINTENDENT will develop a work plan outlining the goals and activities. DISTRICT will communicate regularly with SUPERINTENDENT'S consultant(s) to review the progress towards the goals.

DISTRICT will coordinate staff attendance and substitutes, if necessary. DISTRICT will provide facilities, catering (if desired), and, when possible, a laptop connection for sharing a presentation. DISTRICT must provide at least three (3) business days' notice to cancel or reschedule a scheduled service day, or DISTRICT may be charged for the day.

2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

SUPERINTENDENT will provide staff with expertise in California's Standards, content area subject matter, and instructional strategies to conduct professional learning for DISTRICT.

SUPERINTENDENT will provide proof of insurance to DISTRICT, upon request, once the fully executed agreement is received. SUPERINTENDENT will invoice DISTRICT up to the "Not to Exceed" amount. If DISTRICT and SUPERINTENDENT mutually agree to reduce the number of service days, DISTRICT will only be invoiced for the days used up to the "Not to Exceed" amount. If DISTRICT and SUPERINTENDENT mutually agree to increase the number of service days, an Amendment to the Agreement will be sent to DISTRICT to acknowledge the increased service days and amount.

FEE SCHEDULE

The contract total for services to be provided are estimated to be

10.5 day(s) at \$ 1,525.00 = Not to exceed \$ 16,012.50

Please email your Purchase Order for this agreement to Olivia Velasquez,
olivia.velasquez@tcoe.org.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

Exhibit (A)

WP 26-27 Hanford JUHSD Math 4-24-26 - WP - signed.pdf 140.96KB

Exhibit (B)

AGENCY AGREEMENT 270263

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Hanford Joint Union High School District**, referred to as **DISTRICT**.

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2026

and shall expire on .

6/30/2027

2. **SERVICES:** DISTRICT shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)
3. **COST OF SERVICES:** DISTRICT shall pay SUPERINTENDENT for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 16,012.50

4. METHOD OF PAYMENT:

- a. SUPERINTENDENT must submit itemized invoices to DISTRICT for the cost of the services.
- b. SUPERINTENDENT is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions indicate their agreement by their authorized signatures below.

DISTRICT
Dr. Victor Rosa, Superintendent
Hanford Joint Union High School District
823 W Lacey Boulevard
Hanford, CA 93230

SUPERINTENDENT
Tim A. Hire, Superintendent
Tulare County Superintendent of
Schools
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

SUPERINTENDENT

Signature

Tim A. Hore

Date

7/24/2026

DISTRICT

Signature

[Signature]
Sign

Date

8/7/26

TCOE Program Information

Contact Person:

Olivia Velasquez

Telephone:

559.651.3031 or Olivia.Velasquez@tcoe.org

Department/Program: Educational Resource Services (ERS)

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

WORK PLAN (CISC Region 7 - Not Tulare County)

JULY 1, 2026 - JUNE 30, 2027

4/24/26

INITIAL OR REVISION DATE

**TULARE COUNTY OFFICE OF EDUCATION
EDUCATIONAL RESOURCE SERVICES****Hanford Joint Union High School District**

DISTRICT / SCHOOL / AGENCY

Bobby Peters

CONTACT

bpeters@hjuhsd.k12.ca.us

CONTACT EMAIL

559-523-5901 x 3105

CONTACT MOBILE #

Nancy Nagatani

TCOE LEAD(S)

Mathematics

CONTENT AREA

Please email the signed work plan to:
olivia.velasquez @tcoe.org**PROFESSIONAL LEARNING GOAL(S)**

- 1) *Aligning instructional resources to the CA Math Framework and CAASPP*
- 2) *Developing research based instructional pedagogy to align to CA Math Framework, utilizing CAASPP Interim Assessments*

#	DATE(S)	CONSULTANT ACTIVITY	DISTRICT RESPONSIBILITY	ON-SITE / VIRTUAL DAY(S)	PREP & FOLLOW-UP DAY(S)	SUBTOTAL DAY(S)
1	8/11/26 10/15/26 2/4/26	All Math Teachers:	Subs	3.00	1.50	4.50
2	11/2/26	IM1 - Lesson Lab	Subs	1.00	0.50	1.50
3	11/4/26	IM2 - Lesson Lab	Subs	1.00	0.50	1.50
4	11/9/26	IM3 - Lesson Lab	Subs	1.00	0.50	1.50
5	5/20/26	District/Site Leads	Subs	1.00	0.50	1.50
6					0.00	
7					0.00	
8					0.00	
9					0.00	
10		<<<unhide rows if necessary			0.00	
TOTAL DAY(S)						10.50

CANCELLATION NOTICE: District must provide at least three (3) business days' notice to cancel or reschedule a scheduled service day or district may be charged for the day.

CISC REGION 7 RATE **\$1,525.00**
TOTAL FOR SERVICES **\$16,012.50**

OTHER FEES, IF APPLICABLE (Binders, Books, Materials, Mileage, Out of Region Travel)

#	DATE OF SERVICE	ITEM (BINDERS / BOOKS / MATERIALS / OTHER)	EACH	QTY	AMOUNT
1		<<<unhide rows if necessary			
TOTAL OTHER FEES					\$0.00

BP
Bobby Peters (Jul 21, 2026 15:38:48 PDT)

DISTRICT / SCHOOL / AGENCY SIGNATURE

DATE

SERVICES & OTHER FEES GRAND TOTAL **\$16,012.50**

WP 26-27 Hanford JUHSD Math 4-24-26 - WP

Final Audit Report

2026-07-21

Created:	2026-07-21
By:	olivia.velasquez@tcoe.org olivia.velasquez@tcoe.org (olivia.velasquez@tcoe.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWwgEUU7KmuWKk_4CmcMee0u-H8pU2eQL

"WP 26-27 Hanford JUHSD Math 4-24-26 - WP" History

📄 Document created by olivia.velasquez@tcoe.org olivia.velasquez@tcoe.org (olivia.velasquez@tcoe.org)
2026-07-21 - 10:35:24 PM GMT- IP address: 204.155.11.121

✉ Document emailed to Bobby Peters (bpeters@hjuhsd.k12.ca.us) for signature
2026-07-21 - 10:35:40 PM GMT

📄 Email viewed by Bobby Peters (bpeters@hjuhsd.k12.ca.us)
2026-07-21 - 10:38:09 PM GMT- IP address: 74.125.209.131

✍ Document e-signed by Bobby Peters (bpeters@hjuhsd.k12.ca.us)
Signature Date: 2026-07-21 - 10:38:48 PM GMT - Time Source: server- IP address: 206.78.110.77 - Signature Appearance Selected: DRAW

✔ Agreement completed.
2026-07-21 - 10:38:48 PM GMT

Central California Investigations LLC

PI License #26938



"Professional-Experienced-Timely"

July 24th, 2026

Hanford Joint Union High School District
300 W. 6th Street
Hanford, Ca. 93230

Re: Proposal for School Residency Boundary Investigations

Central California Investigations LLC (CCI) has been in operation since 2009. It is owned and operated by Chief Investigator and President Bryan Pinto. CCI employs 6 investigators and its main office is in Fresno, California. CCI also has a branch office in Visalia, California. CCI is a licensed California Private Investigations firm.

CCI and its investigators have worked in Kings County since its inception, working closely with the contract attorneys of the Kings County Superior Court. Chief Investigator Pinto and his staff are familiar with the county, its cities, and its residents, and investigators are in the county daily.

Current Request for Investigations:

The request from the District is to confirm if a student is living outside of a school's residency boundaries. The request is for 3 checks, with no contact with the student or the family and no attempt to enter any residence.

CCI would agree to conduct the surveillance of the residences on (3) occasions using discreet methods to confirm the information requested. CCI also understands the nature of confidentiality and privacy for students and their families and will only report back to the person in charge of these issues with the District.

CCI would request any information on the student and family prior to the check being conducted to ensure the student can be identified and is at the proper location.

CCI's hourly rate for investigations is \$150 per hour. It is estimated that travel to and conducting surveillance will take 2-3 hours per attempt.

CCI will conduct checks at various times for each student at the location to ensure completeness of the investigation.

Upon completion of the Investigation, a report and time tracking will be provided to the District.

Any questions of this proposal can be directed to Chief Investigator Bryan Pinto.

Bryan Pinto
Chief Private Investigator
Central California Investigations LLC
377 W. Fallbrook Suite 108
Fresno, Ca. 93711
900 W. Main Street
Visalia, Ca. 93292
559-505-9723
bpinto@centralcaliforniainvestigationsllc.net



**377 W. Fallbrook Ave Suite 108
Fresno, Ca. 93711
559-505-5723
559-272-2145 (Fax)**

Financial Report #1

AGENDA: New Business / Information Only

TOPIC: Bond Update- Measure W

DESCRIPTION: The 2016 Measure W Bonds, Series C funds were received in June 2023. The breakdown of Measure W, Series C proceeds is attached including interest received and expenditures paid through July 31, 2026.

FISCAL IMPACT: The current Series C balance is \$2,479,840.

RECOMMENDATION: This item is presented for information only.

BOND FUNDS ANALYSIS MEASURE W 2016 - SERIES C

Balance of Series C

As of 07/31/2026
\$2,479,840

Sale of Bonds	\$8,766,000
Interest Earned & FMV Adj.	527,919
Expenditures	
HHS Tennis Courts	(2,295,192)
HHS Kensington Parking Lot	(650,095)
HHS Roofing Project	(998,324)
District Match to SFP	(2,147,373)
Hanford West Modernization 3	860,030
Hanford High Modernization 4	1,287,343
Restroom/Concension at Athletic Fields	(231,035.21)
HHS Exterior Paint Project	(209,644)
HWHS Exterior Paint Project	(282,415)
Total Expenditures:	(6,814,079)

BOND FUNDS ANALYSIS MEASURE W 2016 - SERIES C

District Bond Funds

Series A (\$13,000,000 issuance)	\$ (0)
Series B (\$11,000,000 issuance)	(0)
Series C (\$8,766,000 issuance)	<u>2,479,840</u>
Balance of Bond Funds	\$ 2,479,840

School Facilities Program (State & District Matching Funds)

Hanford High Modernization	\$ -
Hanford West Modernization	

TOTAL COMBINED BOND FUNDS AND SCHOOL FACILITIES FUNDS	\$ 2,479,840
--	---------------------

Financial Report

#2

AGENDA: New Business / Information / Action

TOPIC: Resolution #26-16: AUTHORIZING FILING OF APPLICATION(S) FOR STATE ALLOCATION BOARD–ADMINISTERED CAREER TECHNICAL EDUCATION FACILITIES PROGRAM FOR THE HANFORD JOINT UNION HIGH SCHOOL DISTRICT

DESCRIPTION: With the passage of the Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024 (Proposition 2), additional funds are available through the School Facility Program to modernize school facilities, construct new facilities, and for charter school and career technical education facility purposes. The statute that authorized Proposition 2 adds additional requirements to access the funds. One of the requirements for funding is that school districts update or develop a Five-Year Facilities Master Plan that includes certain required elements.

At its December 3, 2024, meeting, the State Allocation Board adopted the Office of Public School Construction's (OPSC) recommendation related to the timing of when the Facilities Master Plan must be submitted. The State Allocation Board approved the following:

- To allow for continuous funding of applications, for funding applications submitted beginning October 31, 2024 and through 12 months after the Office of Administrative Law approval of the regulations implementing the requirement to adopt or update the master plan, school districts may submit the master plan at the time that OPSC begins to process the funding application (currently this timeline is approximately three years after application submittal).
- In addition, new regulation, School Facility Program Regulation Section 1859.18.1(c)(1) was instated

specifically for Career Technical Education Facility Program (CTEFP) which state a five-year school facilities master plan must be completed and submitted within 18 months of fund release, or concurrently with submittal of the 11 percent complete Expenditure Report.

- The School Board must adopt a Board Resolution acknowledging the requirement to submit the required master plan. The Board Resolution must also acknowledge that if the master plan is not submitted, the funding application may be rescinded.

FISCAL IMPACT: Necessary for future funding for the CTEFP project at the HJUHSD Farm.

RECOMMENDATION: Administration is recommending adoption of Resolution #26-16 Authorizing Filing of Applications For State Allocation Board-Administered Career Technical Education Facilities Program.

BEFORE THE BOARD OF TRUSTEES
OF THE HANFORD JOINT UNION HIGH SCHOOL DISTRICT
KINGS COUNTY, STATE OF CALIFORNIA

AUTHORIZING FILING OF APPLICATION(S))
FOR STATE ALLOCATION BOARD–ADMINISTERED)
CAREER TECHNICAL EDUCATION FACILITIES) RESOLUTION #26-16
PROGRAM FOR THE HANFORD JOINT UNION)
HIGH SCHOOL DISTRICT ON AUGUST 11, 2026)

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, the Hanford Joint Union High School District intends to file applications for funding, and/or certify information under the Career Technical Education Facilities Program (CTEFP), a program within the School Facility Program (SFP); and

WHEREAS, the Hanford Joint Union High School District is aware that all application submittals on or after October 31, 2024, are subject to Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

WHEREAS, the Hanford Joint Union High School District is aware of the minimum requirements for the five-year school facilities master plan as outlined in Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, as a condition of participating in the CTEFP, as administered by the SAB, the Hanford Joint Union High School District shall submit to the DGS a five-year school facilities master plan, updated five-year school facilities master plan, or a governing board resolution updating the required components of the master plan that were materially affected and a description of what changed, approved by the governing board of the Hanford Joint Union High School District for all Application for Career Technical Education Facilities Funding (Form SAB 50-10) submittals on or after October 31, 2024, pursuant to SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(c)(1), the Hanford Joint Union High School District, as a condition of SFP funding, must submit a five-year school facilities master plan within 18 months of fund release, or concurrently with submittal of the 100 percent complete Expenditure Report (Form SAB 50-06) if submitted less than 18 months following fund release; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(c)(2), the Hanford Joint Union High School District acknowledges that the

Apportionment may be rescinded for failure to submit a complete and valid master plan within the timeline specified in (c)(1).

PASSED AND ADOPTED on August 11, 2026, by the Hanford Joint Union High School District Board of Trustees by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTION: _____

Date: _____

Alicia Martella, Board President
Hanford Joint Union High School District

CERTIFICATION

I, Victor Rosa, Secretary to the Governing Board of the Hanford Joint Union High School District, State of California, do hereby certify that the foregoing is a correct copy of a resolution passed and adopted by the Hanford Joint Union High School District on August 11, 2026.

Date: _____

Victor Rosa, Board Secretary
Hanford Joint Union High School District

Financial Report

#3

AGENDA: New Business / Information / Action

TOPIC: Lighting Upgrade Project

DESCRIPTION: The District can utilize Government Code 4217 that allows for direct purchasing through a preferred vendor for energy efficiency projects. The project in consideration is retrofit of existing linear fluorescent and compact fluorescent lighting with Tier 1 LED lighting for all interior spaces at our school sites and the field lighting at Neighbor Bowl. This project is approved for Southern California Edison's (SCE) On-Bill Financing (OBF) which has zero interest and is paid back from energy savings with a maximum of 10 years.

The District would have to cover the construction costs and get reimbursed by SCE at project completion. It is also a requirement to go through a 3rd party incentive program to qualify for OBF. A proposal from Trane was previously presented to the Board. EMCOR recently provided a secondary proposal. A comparison is included in the Board documents.

FISCAL IMPACT: The estimated total project cost for interior lighting is \$1,825,000 from Trane which is nearly \$710,000 less than the proposed cost from EMCOR. However, EMCOR calculates greater annual savings to be generated from the new lighting which would pay off the OBF sooner than what is projected by Trane. With either firm, there will be an additional amount for Neighbor Bowl. Trane has revised their proposal and will provide the deep-dive audit at no cost.

RECOMMENDATION: Administration recommends approval of moving forward with Trane to provide a deep-dive audit of our current interior lighting at no-cost.

Interior Lighting Upgrade Project Overview

Proposals have been received from Trane and EMCOR with both vendors proposing leveraging Southern California Edison's (SCE) **On-Bill Financing (OBF)** program to deliver a **0% interest loan** that allows the District to pay for the project through utility savings.

- **Trane** offers a **significantly lower project cost (\$1,825,000)** and covers **more District sites (7 active sites)**.
- **EMCOR Services Mesa Energy (MESA)** proposes a higher project cost **(\$2,533,952)** covering **5 main sites**..

Side-by-Side Comparison Matrix

Feature / Metric	Trane	EMCOR (Mesa Energy Systems)
Total Estimated Project Cost	\$1,825,000	\$2,533,952
PDA / Audit Fee (Upfront)	\$31,400 (payable in 30 days if District doesn't proceed to EPC within 45 days) UPDATE: Trane has offered to do this at no charge.	\$28,300 (30% mobilization fee upfront; balance incorporated into EPC or paid if terminated)
Sites Covered	6 Sites: Hanford High, Hanford West, Sierra Pacific, Earl F. Johnson, Hanford Online Charter, Transportation (CDS, HAS, DO, Farm; already 100% LED).	5 Sites: Hanford High, Hanford West, Sierra Pacific, Earl F. Johnson, Hanford Online Charter. (Transportation not included)
Project Scope & Compliance	Full linear/compact fluorescent to Tier 1 LED retrofit; includes motion sensors and dimming switches for Title 24 compliance .	Interior LED retrofit/replacement kit; includes occupancy-based controls for classroom zones; Title 24 compliance .

Warranty Terms	1-Year Labor / 5-Year Material	5-Year OEM Warranty on fixtures/kits (with optional 10-year offering).
Expected Lifespan	15 to 20 years (depending on run times).	20-year proforma lifetime calculated.
Total Year 1 Net Savings	\$193,500 / year	\$333,313 / year
Financing Mechanism	SCE On-Bill Financing (0% Interest, 10-Year Max Payback).	SCE On-Bill Financing (0% Interest, 10-Year Max Payback).
Rebate Implementer Partner	SoCalREN	CLEAResult
Procurement Method	CA Govt Code 4217 or OMNIA Purchasing contract check. OMNIA provides another cost test for the project.	CA Govt Code 4217 (standard via PDA/EPC framework).

Key Considerations for the District

1. Initial Cost vs. Annual Savings Efficiency:

- Trane's initial capital cost is **\$708,952 lower** than EMCOR's.
- However, EMCOR projects **\$139,813 more in combined annual savings** per year (\$333k vs. \$193.5k). If EMCOR's higher savings projections hold true during the detailed Investment Grade Audit, the project pays for itself faster on a cash-flow basis despite the higher upfront price tag.

2. Project Development Agreement (PDA) Risk:

- EMCOR's PDA fee is **\$28,300**, but requires a **30% mobilization payment upfront** upon signing.

- Trane's PDA fee was originally presented as **\$31,400** with payment due only if we did not proceed with the project; however, they have amended that to no cost, even if we do not move forward after the deep-dive audit.

3. **Warranties:**

- EMCOR provides **5-year material coverage** as standard with a purchase option to extend to 10-year coverage, while Trane breaks down their warranty into **1-year labor** and **5-year materials**.

Trane Comprehensive Solutions

Lighting Upgrade using SCE's On Bill Financing

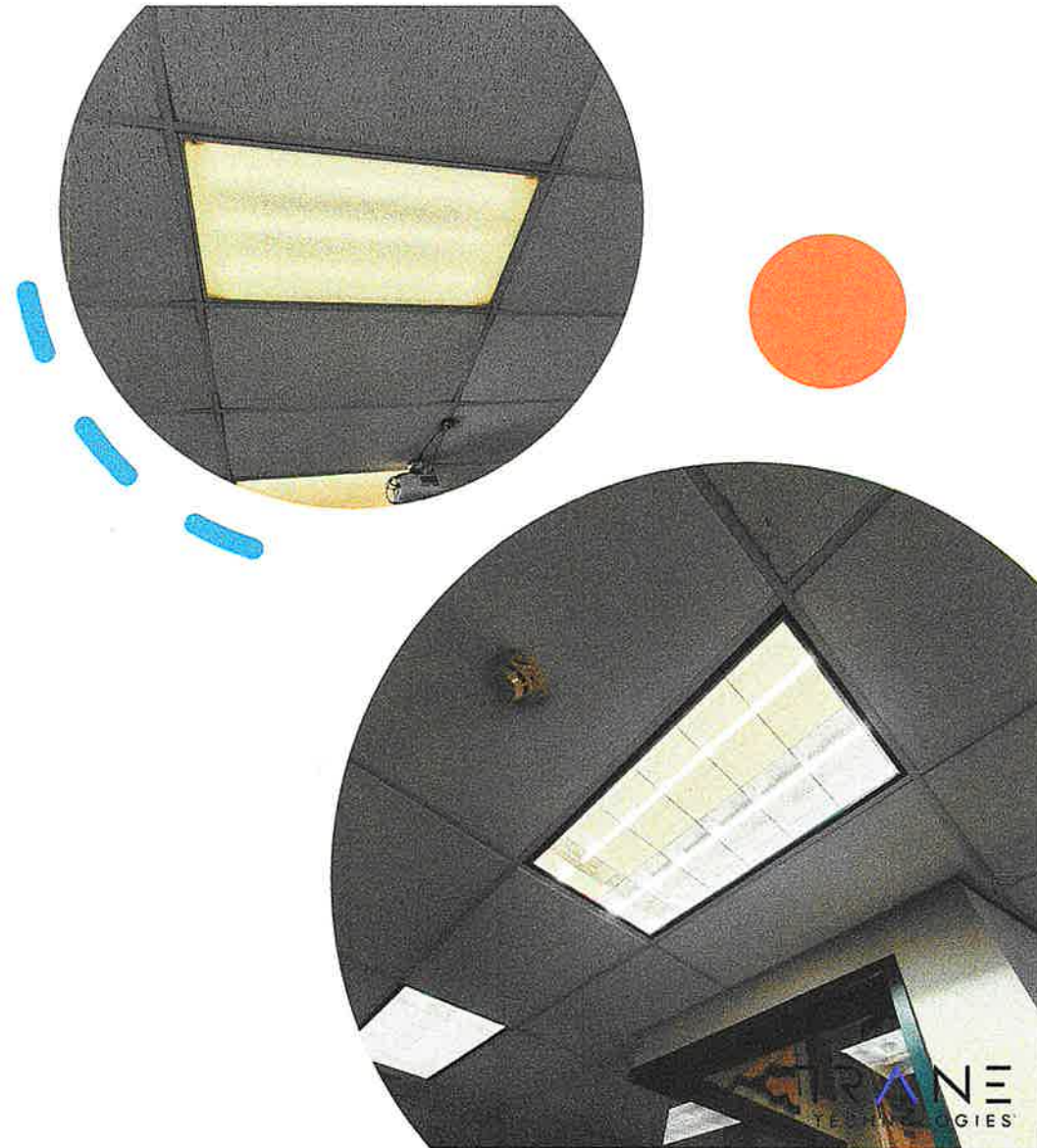
For:
Hanford JUHSD



Sensitivity: Highly Confidential

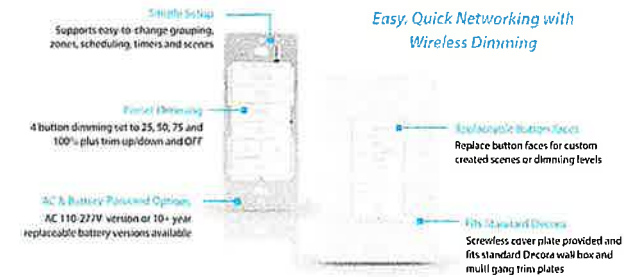
Preliminary Site Audit and Overall Analysis Findings

- Utility bill analysis performed using data provided from Oct 2025 / Feb 2026
 - SCE & Direct Access with Cal Pine
 - Blended utility costs ranging from \$0.31 to \$0.41/kWh
 - Estimated 6.5M kWh across facilities
- Initial site walk performed 4/3/26 with assistance from District staff
 - Reviewed existing lighting & control components
 - Mostly fluorescent lamps, 2-3 lamps per fixture
 - Standard switching in most areas
 - Very limited occupancy sensors
 - Much of the exterior lighting has been retrofitted or replaced
 - Identified percentage of existing LED measures at each District site
 - Varying from 35% to 100%



Preliminary Project Scope and Proposal

- Retrofit of existing linear fluorescent and compact fluorescent product with Tier 1 LED product
- Removal & recycling of existing obsolete product
- Incorporation of room controls to meet Title 24 requirements



Financing Options – SCE OBF

- OBF (On Bill Financing) – ZERO % Financing on your Electric Bill
- Must be in good credit standing with SCE
- Payments made through SCE bill
- Payment duration matches project payback, with max of 10 year simple payback
- Must be approved for access to use
- Separate transaction for each electric meter. Can not combine sites.
- District would pay for project through construction and then be reimbursed for the project cost, which then starts on bill financing payments.
- Can get Bridge loan to cover construction costs until reimbursed by PG&E OBF

Incentive Opportunities – SCE 3rd Parties

1. Incentive program participation
 1. SCE requires participation in a 3rd party incentive program to qualify for OBF
 2. SoCalRen can provide Strategic Energy Management (SEM) Programs that require their involvement with customer to participate
 3. 3rd party provides an audit of the existing conditions and measures the proposed measures and expected energy savings to determine the incentives available
 4. Trane would work in concert with the 3rd party provider during Development phase to ensure OBF program participation eligibility & savings validation
 5. Estimated incentives are then included in the SCE OBF payback calculations

SoCalRen

1. Incentive program participation
 1. Representatives need to have a meeting with you
 2. They have their own participation document
 3. Must agree that using SoCalRen and their incentive program is what is making the project move forward.

SCE Preliminary OBF Cash Flow

Hanford JUHSD Project Cash Flow

Project Cost =	\$1,825,000	Cost of Capital =	0.0%
State & Federal Incentive =		Year 2-25 Utility Inflation Rate =	3.5%
Utility Rebates =		Term =	10
Budgeted Buy-Down =		Equipment Useful Life =	20
First Cost =	\$1,825,000		

	Savings			Financing Cost	Cash Flow	
Year	Projected Energy Savings	O&M Savings	Total Annual Savings	Annual Financing Cost	Annual Net Cash Flow	Cumulative Cash Flow
Installation			\$0		\$0	\$0
Year 1	\$189,000	\$4,500	\$193,500	(\$182,500)	\$11,000	\$11,000
Year 2	\$195,615	\$4,658	\$200,273	(\$182,500)	\$17,773	\$28,773
Year 3	\$202,462	\$4,821	\$207,282	(\$182,500)	\$24,782	\$53,555
Year 4	\$209,548	\$4,989	\$214,537	(\$182,500)	\$32,037	\$85,591
Year 5	\$216,882	\$5,164	\$222,046	(\$182,500)	\$39,546	\$125,137
Year 6	\$224,473	\$2,672	\$227,145	(\$182,500)	\$44,645	\$169,782
Year 7	\$232,329	\$2,766	\$235,095	(\$182,500)	\$52,595	\$222,377
Year 8	\$240,461	\$2,863	\$243,323	(\$182,500)	\$60,823	\$283,201
Year 9	\$248,877	\$2,963	\$251,840	(\$182,500)	\$69,340	\$352,540
Year 10	\$257,568	\$3,067	\$260,654	(\$182,500)	\$78,154	\$430,694
Year 11	\$266,603	\$0	\$266,603	\$0	\$266,603	\$697,298
Year 12	\$275,934	\$0	\$275,934	\$0	\$275,934	\$973,232
Year 13	\$285,592	\$0	\$285,592	\$0	\$285,592	\$1,258,824
Year 14	\$295,588	\$0	\$295,588	\$0	\$295,588	\$1,554,412
Year 15	\$305,933	\$0	\$305,933	\$0	\$305,933	\$1,860,345
Year 16	\$316,641	\$0	\$316,641	\$0	\$316,641	\$2,176,986
Year 17	\$327,723	\$0	\$327,723	\$0	\$327,723	\$2,504,709
Year 18	\$339,194	\$0	\$339,194	\$0	\$339,194	\$2,843,903
Year 19	\$351,065	\$0	\$351,065	\$0	\$351,065	\$3,194,968
Year 20	\$363,353	\$0	\$363,353	\$0	\$363,353	\$3,558,321
Totals	\$5,344,860	\$38,461	\$5,383,321	(\$1,825,000)	\$3,558,321	

Sensitivity: Highly Confidential

Procurement – Use of CA Govt Code 4217

1. Energy Savings Projects have been procured using this code for over 40 years.
2. Allows direct purchase with an Energy Services Company as long as the cost of the project is paid for from savings within the useful life of the equipment being installed.
3. Must post 2 weeks prior to board meeting
4. Must pass Board Resolution

• Energy Services Performance Contracting Process Map



Client Agreement

- Client agrees to steps and internal resources.
- Site Audits
- Energy bill analysis
- Incentive and Grant research
- Budgetary scope and savings
- Conceptual Proposal



Project Development Agreement (PDA)

- Client agrees to PDA cost, which becomes part of the Final Contract cost
- Detailed Scope
- Initial Engineering
- Finalize energy savings
- Financing options
- Proforma Financial outline
- Optional Guarantee
- Final Project Proposal



Contractual Agreement

- Board Approval
- Construction begins
- Finalize Engineering
- Equipment ordered
- Project management
- Closeout
- Warranties
- Measurement and Verification
- Optional Guarantee period begins



This enrollment form is non-binding, however, program services cannot be initiated until signed.
Enrollment in SoCalREN Public Agency Programs becomes effective as of the date the enrollment form is signed and returned.

Enrollment in SoCalREN means your Agency:

- Considers implementing the recommended energy-saving strategies that are economically and operationally feasible.
- Provides access to facilities, operational details and utility data in a timely manner as needed to facilitate energy audits and development of energy retrofit projects.
- Authorizes The Energy Coalition, as the implementer of the SoCalREN Public Agency Programs, to provide energy benchmarking services through Energy Star Portfolio Manager (ESPM).
- Completes authorization forms to release utility customer information related to energy and project data to the implementer of SoCalREN Public Agency Programs (required for utility incentive and financing application submission).
- Has access to a network of public agency peers where resources and best practices are shared broadly via workshops, conference forums, the SoCalREN website and more. This involves listing agency participation in informational materials and receiving email resources from SoCalREN's mailing list.
- Receives individualized support from a dedicated SoCalREN Project Manager and technical assistance team with broad expertise — all at no cost.



Enrollment

Please designate a primary contact (Energy Champion) below to facilitate the Public Agency's participation in SoCalREN who will commit sufficient time to support the successful delivery of SoCalREN's services.

Official Public Agency Name: _____

Representative (Energy Champion) Name: _____

Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Energy & Sustainability Project Development Agreement

Between Hanford JUHSD & Trane



This Project Development Agreement (PDA) provides **Hanford JUHSD ("Client")** with financial and technical engineering resources from **Trane U.S. Inc. ("Trane")** for the development of a Lighting energy & sustainability solution for its District. This development follows a preliminary concept by Trane that highlighted an opportunity to upgrade lighting to LED, using the SCE On Bill Financing program.

Hanford JUHSD authorizes Trane as of _____ to complete the required auditing of the existing lighting necessary to provide a Final Proposal for the outcomes as described below:

Development Scope

Trane will oversee and complete the necessary project development to deliver a Final Proposal created specifically for this project based on the following work:

- Make introductions to the 3rd party incentive implementor, which must be used in order to qualify for the OBF financing.
- Work with 3rd party implementor on utility incentives that can be leveraged by the project
- Participate in the processes necessary to obtain OBF financing.
- Create financial pro forma, including considerations for:
 - o Turnkey Construction Cost
 - o Utility Incentives
 - o Avoided Future Capital
 - o Avoided future Maintenance Costs

Client agrees to provide timely and complete access to the following:

- Energy (electricity, water, and gas) bills for the most recent 36 months and required building information
- Historical records of maintenance cost
- Access to procurement and legal personnel to finalize procurement and contracts of the Final Proposal
- Access to the buildings and to facility personnel, management personnel, and key decision makers, to enable Trane to better understand the facility operations and organizational goals that will help Trane optimize the effectiveness of the proposed project
- A time and Location for a meeting for presentation of Trane's results of the Design Phase and review of the Final Proposal; all parties that will be involved in the decision-making & execution process

Trane will deliver the resultant Final Proposal within 60 days of the receipt of this Development Agreement.

Procurement

This project to be run through the use of Government Code 4217, or the use of OMNIA Group Purchasing.

Financial Commitment

Trane understands that HJUHS is serious about performing this lighting project with Trane. Trane is willing to perform the lighting audit needed to finalize our project scope and costing at no cost to the District, should the project not move forward. HJUHS and Trane will enter into an implementation Contract within ninety (45) days of delivery of the Final Proposal.

The signatories hereto represent that they have been duly authorized to enter into to this PDA on behalf of the Party for whom they sign.

Hanford JUHSD

Signature: _____
Name: _____
Title: _____
Date: _____

Trane U.S. Inc.

Signature: _____
Name: _____
Title: _____
Date: _____

Hanford JUHSD Energy Project Feasibility Study

Nico DeGiorgio, CEM
July 2026

The logo for EMCOR Services Mesa Energy is located on the right side of the slide. It consists of a teal diamond shape containing a white stylized sun or star icon. To the right of the icon, the words 'EMCOR Services' are written in a bold, white, sans-serif font, and 'Mesa Energy' is written below it in a smaller, white, sans-serif font.

EMCOR Services
Mesa Energy

Overview

- **District** seeks to leverage On-Bill Financing with qualified Design + Builder partner
- **District** requested Mesa Energy Systems Inc. (MESA) provide budget and development fee
- **MESA** to provide recommendations and financing options to minimize capital outlay and maximize District benefits (i.e. operational savings, enhanced indoor environments, regulatory compliance with AB 2208 / Williams Act)
- Five (5) Sites included in On-Bill financing package:
 - Hanford High School
 - Hanford West High
 - Sierra Pacific High
 - Earl F Johnson High (Continuation) High School
 - Hanford Online Charter

Introduction to EMCOR Group Inc.

EMCOR Group (NYSE: EME) is a leader in facilities & building services, mechanical & electrical construction, and industrial & energy services.

\$12.5B

ANNUAL REVENUE



38,000

EMPLOYEES



100+

WHOLLY-OWNED OPERATING COMPANIES

250+

OFFICES ACROSS THE US & UK



9M

ANNUAL SERVICES & PROJECTS COMPLETED



260,000

CLIENT LOCATIONS SERVICED



75%

FORTUNE 500 CLIENTS SERVICED



#357

FORTUNE 500

FOCUS ON ESG



Who We Are – Mesa Energy Systems Inc. (an EMCOR Company)

Engineering. Design. Construction. Maintenance.

- **95% Self-Perform Capabilities:**

- Everything Chillers, Boilers, and HVAC
- Refrigeration, including ultra-low temp
- Electrical, including Lighting and VFD's
- Piping
- Sheet Metal
- Plumbing

- **Energy Solutions & Integrated Services:**

- Lighting Retrofit and Upgrades
- Building Automation Installation and Service
- Commissioning
- Energy Audits, Benchmarking, and Consulting
- Solar PV / Power Generation
- Battery Storage



Project & Customer Highlights

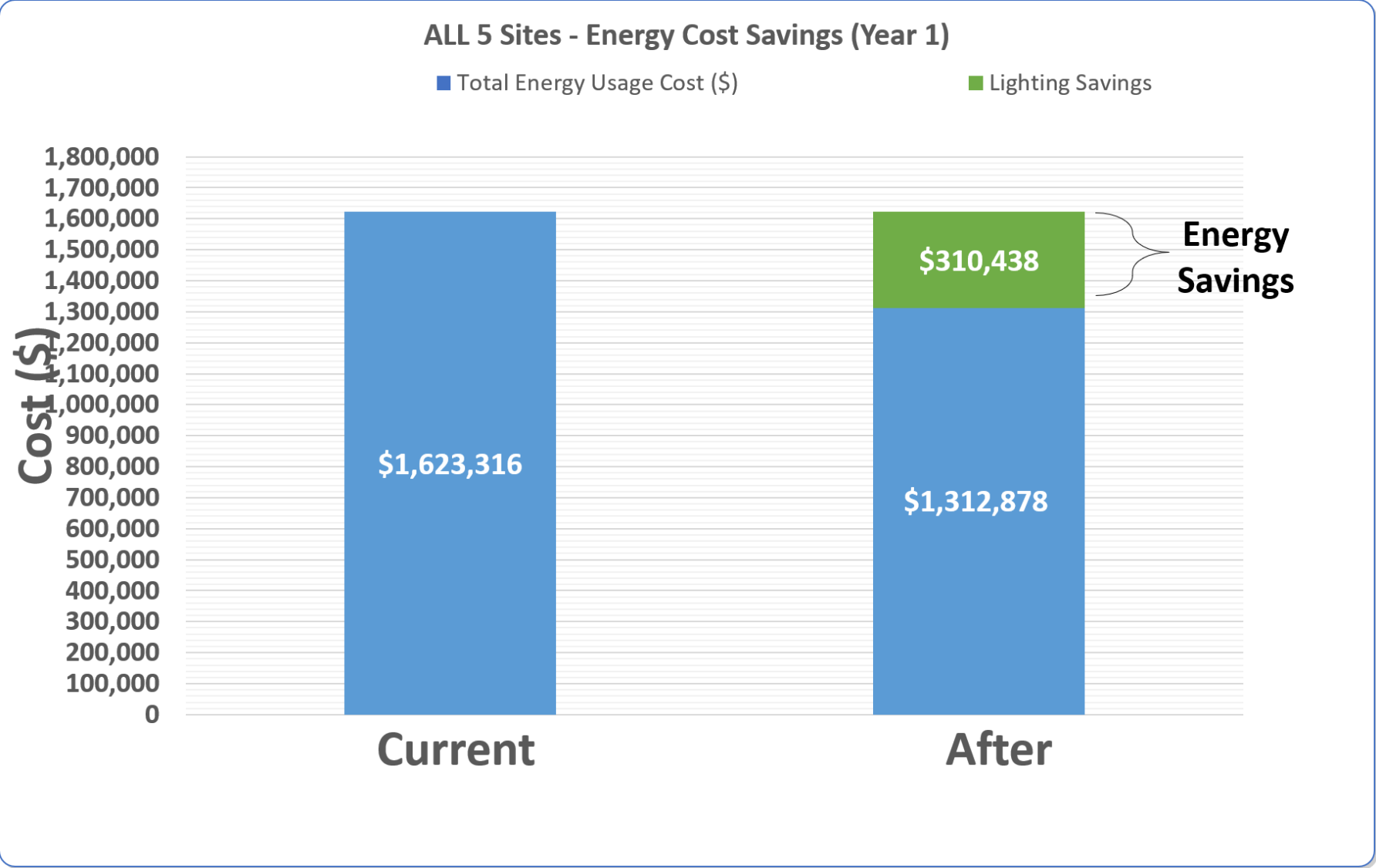
- NBC Universal Studios- Burbank California
- Morongo Resort and Casino-Cabazon California - > See Highlight: [Link](#)
- Caltech-Pasadena California
- Long Beach Unified School District-Long Beach California
- Santa Ana Unified School District-Santa Ana California
- Catholic Diocese of Orange-Multiple Sites throughout Orange County
- San Manuel Indian Reservation-Highland California
- (please see RFQ / capabilities statement attached)



Caltech



Energy Savings Profile – ALL 5 Sites



Preliminary Program Economics – ALL 5 Sites

Item No.	Energy Conservation Measures	Annual Electricity Cost Savings (\$)	Annual O&M Cost Savings (\$)	Energy Savings Percent of Total Spend (%)	Budgetary Costs	Annual Savings (incl O&M)	Simple Payback (Yrs)
1	Hanford High School - Interior LED Retrofit	\$93,461	\$7,477	5.76%	\$952,416	\$100,938	7.6
2	Hanford West - Interior LED Retrofit	\$101,867	\$7,149	6.28%	\$852,219	\$109,016	
3	Sierra Pacific High - Interior LED Retrofit	\$103,322	\$7,380	6.36%	\$604,049	\$110,702	
4	Earl FJ High - Interior LED Retrofit	\$9,399	\$703	0.58%	\$78,468	\$10,102	
5	Hanford Online Charter - Interior LED Retrofit	\$2,389	\$166	0.15%	\$46,800	\$2,555	
	Total	\$310,438	\$22,875	19.12%	\$2,533,952	\$333,313	7.6

Mesa Energy Systems, Inc. cannot guarantee that Customer will receive funding from rebate, incentive, and/or loan program(s) (collectively, "Incentive Funds"); Mesa Energy Systems, Inc. will have no liability for any failure to receive all or any portion of the Incentive Funds.

Energy savings and budget project costs projections are provided for planning purposes only and represent estimates based on available data, typical operating conditions, and reasonable engineering assumptions. These estimates are not guarantees of actual system performance or realized savings.

Project Overview: Interior LED Lighting - ALL 5 Sites

Scope Details:

- Interior Lighting only, includes occupancy-based lighting controls for classroom zones within retrofit scope.
- Full fixture and/or retrofit kit replacement on 6 school sites (approx. 500,000+ gross floor area)
- Excludes existing LED fixtures
- Fixtures / retrofit kits come with 5-year OEM warranty. Optional offering for 10-year.

Estimated Project Benefits Include:

- Annual Energy Savings: \$310,000/yr
- Annual Maintenance Savings: \$23,000/yr
- Enhanced learning environments
- Regulatory compliance (AB-2208, Williams Act)
- Lower-cost, high impact energy conservation measure



Preliminary Program Economics – CASH BASIS



- Total Budget Cost: **\$2,533,952** (without PDA)
- Total Program Savings (before implementation costs):
\$10.91M over lifetime
- Total Est. Annual Savings (Yr 1): **\$333,000/year**
- IRR: **16.42%**
- Net Present Value: **\$3.17M**
- Simple Payback: **6.61 Years** (with 5% electric escalation)

Preliminary Program Economics – CASH BASIS

Hanford Joint Union High School District - 5 Sites

Preliminary Cash Proforma					
Project Cost		\$2,533,952			
Annual Escalation of Electricity Cost		5.00%			
Annual Escalation of O&M Cost		3.50%			
Year	Total Cost	Total Energy & O&M Savings	Total Tax Benefits & Incentives	Net Savings	Cumulative
0	\$2,533,952			-2,533,952	-\$2,533,952
1	\$0	\$333,313	\$0	333,313	-\$2,200,638
2	\$0	\$349,636	\$0	349,636	-\$1,851,003
3	\$0	\$366,762	\$0	366,762	-\$1,484,240
4	\$0	\$384,733	\$0	384,733	-\$1,099,507
5	\$0	\$403,589	\$0	403,589	-\$695,918
6	\$0	\$423,375	\$0	423,375	-\$272,543
7	\$0	\$444,136	\$0	444,136	\$171,593
8	\$0	\$465,921	\$0	465,921	\$637,514
9	\$0	\$488,781	\$0	488,781	\$1,126,294
10	\$0	\$512,768	\$0	512,768	\$1,639,062
11	\$0	\$537,939	\$0	537,939	\$2,177,001
12	\$0	\$564,351	\$0	564,351	\$2,741,352
13	\$0	\$592,068	\$0	592,068	\$3,333,420
14	\$0	\$621,153	\$0	621,153	\$3,954,573
15	\$0	\$651,674	\$0	651,674	\$4,606,247
16	\$0	\$683,702	\$0	683,702	\$5,289,950
17	\$0	\$717,313	\$0	717,313	\$6,007,262
18	\$0	\$752,583	\$0	752,583	\$6,759,846
19	\$0	\$789,597	\$0	789,597	\$7,549,442
20	\$0	\$828,439	\$0	828,439	\$8,377,881
21	\$0	\$0	\$0	0	\$8,377,881
22	\$0	\$0	\$0	0	\$8,377,881
23	\$0	\$0	\$0	0	\$8,377,881
24	\$0	\$0	\$0	0	\$8,377,881
25	\$0	\$0	\$0	0	\$8,377,881
26	\$0	\$0	\$0	0	\$8,377,881
27	\$0	\$0	\$0	0	\$8,377,881
28	\$0	\$0	\$0	0	\$8,377,881
29	\$0	\$0	\$0	0	\$8,377,881
30	\$0	\$0	\$0	0	\$8,377,881
Totals	\$2,533,952	\$10,911,833	\$0	\$8,377,881	

Confidential – Property of Mesa Energy Systems Inc.

Preliminary Program Economics – **LOAN BASIS**

- Total Budget Cost: **\$2,562,952** (with PDA)
- PDA Cost: **\$29k**
- Total Program Savings (before implementation costs): **\$10.91M over lifetime**
- Total Est. Annual Savings (Yr 1): **\$333,000/year**
- Interest Rate: **0%** (possible buy-down required)
- Net Present Value: **\$3.81M**
- Simple Payback: **Less than 1 year**



Preliminary Program Economics – LOAN BASIS

Preliminary Loan Proforma					
Project Cost		\$2,533,952			
Annual Escalation of Electricity Cost		5.00%			
Annual Escalation of O&M Cost		3.50%			
Interest Rate		0.00%			
Year	Loan Payment	Total Energy & O&M Savings	Total Tax Benefits & Incentives	Net Savings	Cumulative
0	-\$29,000	0	\$0	-\$29,000	-\$29,000
1	-\$253,395	\$333,313	\$0	\$79,918	\$50,918
2	-\$253,395	\$349,636	\$0	\$96,241	\$147,159
3	-\$253,395	\$366,762	\$0	\$113,367	\$260,526
4	-\$253,395	\$384,733	\$0	\$131,338	\$391,864
5	-\$253,395	\$403,589	\$0	\$150,194	\$542,058
6	-\$253,395	\$423,375	\$0	\$169,980	\$712,037
7	-\$253,395	\$444,136	\$0	\$190,741	\$902,778
8	-\$253,395	\$465,921	\$0	\$212,526	\$1,115,304
9	-\$253,395	\$488,781	\$0	\$235,385	\$1,350,690
10	-\$253,395	\$512,768	\$0	\$259,373	\$1,610,062
11	\$0	\$537,939	\$0	\$537,939	\$2,148,001
12	\$0	\$564,351	\$0	\$564,351	\$2,712,352
13	\$0	\$592,068	\$0	\$592,068	\$3,304,420
14	\$0	\$621,153	\$0	\$621,153	\$3,925,573
15	\$0	\$651,674	\$0	\$651,674	\$4,577,247
16	\$0	\$683,702	\$0	\$683,702	\$5,260,950
17	\$0	\$717,313	\$0	\$717,313	\$5,978,262
18	\$0	\$752,583	\$0	\$752,583	\$6,730,846
19	\$0	\$789,597	\$0	\$789,597	\$7,520,442
20	\$0	\$828,439	\$0	\$828,439	\$8,348,881
21	\$0	\$0	\$0	\$0	\$8,348,881
22	\$0	\$0	\$0	\$0	\$8,348,881
23	\$0	\$0	\$0	\$0	\$8,348,881
24	\$0	\$0	\$0	\$0	\$8,348,881
25	\$0	\$0	\$0	\$0	\$8,348,881
26	\$0	\$0	\$0	\$0	\$8,348,881
27	\$0	\$0	\$0	\$0	\$8,348,881
28	\$0	\$0	\$0	\$0	\$8,348,881
29	\$0	\$0	\$0	\$0	\$8,348,881
30	\$0	\$0	\$0	\$0	\$8,348,881
Totals	-\$2,562,952	\$10,911,833	\$0	\$8,348,881	

Next Steps/Roadmap

1. Energy Program Development Agreement (PDA)
 - Finalize scope, cost and savings
2. Contract Review and Execution
3. Implementation
4. PR and Data Acquisition Display

Where We Are



Human Resources

#1

AGENDA: New Business / Information

TOPIC: Fall Coaching Assignment for 2026-2027

DESCRIPTION: Attached is a list of recommended paid and volunteer coaches for Sierra Pacific High School for the 2026-2027 sport season.

All coaches, prior to board approval will have met the following requirements:

- Fingerprints
- Legal Orientation
- AB 1432 – California Educator: Mandated Reporter Training
- CIF Fundamentals of Coaching
- Concussion Certification
- CPR/First Aid Certification
- TB Skin Test
- Heat & Illness Prevention Training
- Sexual Harassment Training

FISCAL IMPACT: There are 20 paid coaching positions allocated for each site for the fall sport season.

Certificated Bargaining Unit members who serve as coaches will be paid at Range V Step 4 of the Certificated salary schedule at the appropriate percentage unless they held a coaching position in 2013/14 and continues in that same position (grandfathered) during subsequent years. Grandfathered bargaining unit members will be paid at Class III Step 2 to Class V Step 6. Classified (Walk-on) coaching assignments will be paid from the Classified Coaches salary schedule.

With the exception of the head varsity stipend, which may not be split, all stipends may be split between no more than two people.

In addition, a coach may receive no more than one stipend per season.

Volunteer coaches can assist with any sport but must meet the same requirements as a paid coach.

RECOMMENDATION: This item will be brought back to the next regularly scheduled meeting for Board consideration

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT
2026/2027 COACHING ASSIGNMENTS**

SCHOOL: Hanford High School (Fall Season)

SPORT / ASSIGNMENT	NAME	STIPEND %	% / STEP	STIPEND
CHEER & PEP	Yesenia Sanchez@	100%	9%	\$5,800
ASSISTANT CHEER & PEP	Claudio Tovar@	100%	5%	\$3,200
CROSS COUNTRY – Head	Benito Avila@	100%	7%	\$4,500
FOOTBALL – Varsity Head	Cannon Sanchez@	100%	9%	\$5,800
Varsity Assistant	Chris Mendoza@	100%	7%	\$4,500
Varsity Assistant	Jessie Morales	100%	7%/V-4	\$5,576.9
Varsity Assistant	Jordan Morales@	50%	7%	\$2,250
Varsity Assistant	Bryant Fisher@	50%	7%	\$2,250
JV Head	Ryan Burkett@	100%	7%	\$4,500
JV Assistant	Amador Valdez@	50%	6%	\$1,950
JV Assistant	Mario Cruz@	50%	6%	\$1,950
Frosh Head	AJ Alves@	50%	7%	\$2,250
Frosh Head	Devin Collins@	50%	7%	\$2,250
Assistant	Jose Morales@*	VOLUNTEER		
Assistant	Andrew Gomez@*	VOLUNTEER		
Assistant	Matthew Thomas*	VOLUNTEER		
Assistant	Kory Grigsby@*	VOLUNTEER		
Assistant	Elijah Barnes@*	VOLUNTEER		
Assistant	Eddie Munn@*	VOLUNTEER		
Assistant	Jeremy Alves@*	VOLUNTEER		
Assistant	Anthony Beck@*	VOLUNTEER		
Assistant	Alex Gomez@*	VOLUNTEER		
Assistant	Leo Carrillo@*	VOLUNTEER		
Assistant	Jordan Loewen@*	VOLUNTEER		
Assistant	Mason Brosseau@*	VOLUNTEER		
Assistant	Mitchell Hunt@*	VOLUNTEER		
Assistant	Jonathan Bennett@*	VOLUNTEER		
Assistant	Seth Collins@*	VOLUNTEER		
GOLF, GIRLS	Keenan Wyand	100%	7% / V-6	\$6,020
TENNIS, GIRLS – Head	Albert Rodriguez	100%	8% / V-4	\$6,373.60
Assistant	Sadie Avila@	100%	5%	\$3,200
Assistant	Matthew Martinez@*	VOLUNTEER		
VOLLEYBALL-Varsity Head	Lauren Sizemore@	100%	7%	\$4,500
Assistant	Alexis Romero@*	VOLUNTEER		
JV Head	Jessica Romero@	100%	6%	\$3,900
Frosh Head	Jayda English@	100%	5%	\$3,200
Assistant	Curtis Lohse@*	VOLUNTEER		
WATERPOLO, BOYS – Varsity Head	Camden Hampshire@	100%	7%	\$4,500
Assistant	William Martinez@	100%	6%	\$3,900
WATERPOLO, GIRLS - Varsity Head	Hanna Taylor@	100%	7%	\$4,500

@Walk on / *Volunteer

Updated 8/6/26

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT
2026/2027 COACHING ASSIGNMENTS**

SCHOOL: Hanford West High School (Fall Coaches)

SPORT/ASSIGNMENT	NAME	STIPEND % ALLOCATED	COACHING % / STEP	STIPEND AMOUNT
CHEER & PEP	Frances (Monique) Lopez@	100%	9%	\$5,800
ASSISTANT CHEER & PEP	Christina Davis@	50%	5%	\$1,600
ASSISTANT CHEER & PEP	Juanita Amezola@	50%	5%	\$1,600
CROSS COUNTRY – Head	Bill Chambers	100%	7% / V-6	\$6,020
FOOTBALL – Varsity Head	Steve Lentz@	100%	9%	\$5,800
Varsity Assistant	Vincent Prud'homme	100%	7% / V-4	\$5,576.90
Varsity Assistant	Rishard Hayes@	50%	7%	\$2,250
Varsity Assistant	Joshua Valenzuela@	50%	7%	\$2,250
Varsity Assistant	Latorance Flax@	50%	7%	\$2,250
Varsity Assistant	Jon Vincent Baker@	50%	7%	\$2,250
JV Head	Adrian Lee Young@	100%	7%	\$4,500
JV Assistant	Ezekiel Bracamonte@	50%	6%	\$1,950
JV Assistant	Kubani Brown@	50%	6%	\$1,950
Assistant	Adrain Jackson@*	VOLUNTEER		
Assistant	Omar Bilal@*	VOLUNTEER		
Assistant	Gunner Lentz@*	VOLUNTEER		
Assistant	Steve Roney@*	VOLUNTEER		
GOLF, GIRLS- Head	Rachel Bradley	100%	7% / V-4	\$5,576.90
Golf Assistant	Cody Bradley@*	VOLUNTEER		
TENNIS, GIRLS – Head	Matthew Schellenberg	100%	8%/V-4	\$6,373.60
Assistant	Frank Chip Apgar@	100%	5%	\$3,200
VOLLEYBALL-Varsity Head	Maria Stevens@	100%	7%	\$4,500
JV Head	Devon Siefken@	100%	6%	\$3,900
Frosh Head	Ashlynn Dunn@	100%	5%	\$3,200
Assistant	Isabella Stevens@*	VOLUNTEER		
Assistant	Margaret Phillips@*	VOLUNTEER		
WATERPOLO, BOYS – Varsity Head	Anthony Castellani@	100%	7%	\$4,500
WATERPOLO, GIRLS - Varsity Head	Marcelo Gonzalez@	100%	7%	\$4,500

@Walk on / *Volunteer
Updated 8/5/2026

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT
2026/2027 COACHING ASSIGNMENTS**

SCHOOL: Sierra Pacific High School (Fall Coaches)

SPORT/ASSIGNMENT	NAME	STIPEND %	COACHING % / STEP	STIPEND AMOUNT
CHEER & PEP	Jillian Hill@	100%	9%	\$5,800
ASSISTANT CHEER & PEP	Maddison Tomey@	50%	5%	\$1,600
Assistant	Shawnee Avila@	50%	5%	\$1,600
Assistant	Abigail Salyer@*	VOLUNTEER		
CROSS COUNTRY – Head	Linda Cruz@	100%	7%	\$4,500
Assistant	Jezel Farias@*	VOLUNTEER		
FOOTBALL – Varsity Head	John Clark	100%	9% / V-4	\$7,170.30
Varsity Assistant	Ryan Cook	50%	7% /V-4	\$2788.45
Varsity Assistant	James Joyce@	50%	7%	\$2,250
Varsity Assistant	Mike Cortez@	50%	7%	\$2,250
Varsity Assistant	Chad Revious	50%	7% /V-4	\$2788.45
Varsity Assistant	Alex Sanchez@	50%	7%	\$2,250
Varsity Assistant	VACANT	50%	7%	\$2,250
Varsity Assistant	Brian Leetch@*	VOLUNTEER		
JV Head	Gabriel Garcia@	50%	7%	\$2,250
JV Head	Arnulfo Hernandez@	50%	7%	\$2,250
JV Assistant	Ryan Lewis@	50%	6%	\$1,950
JV Assistant	Ryan Leasure@	50%	6%	\$1,950
JV Assistant	Tim Caudillo*	VOLUNTEER		
GOLF, GIRLS- Head	Chris Mesa	100%	7% / V-6	\$6,020
Assistant	Justin Fukano*	VOLUNTEER		
TENNIS, GIRLS – Head	Ken Gong@	100%	8%	\$5,200
Assistant	Jules Amores@	100%	5%	\$3,200
VOLLEYBALL-Varsity Head	Cassidy Avila@	100%	7%	\$4,500
JV Head	Madison Deathriage@	100%	6%	\$3,900
Frosh Head	Kimiko Naito@	100%	5%	\$3,200
WATERPOLO, BOYS – Varsity Head	Anthony Souza@	100%	7%	\$4,500
JV Head	Austin Moules	100%	6%/ V-4	\$4,780.20
WATERPOLO, GIRLS - Varsity Head	Hillaree Bennett@	100%	7%	\$4,500
JV Head	Jillian Avina@	100%	6%	\$3,900

@Walk on / *Volunteer

Updated 8/6/26

Human Resources

#2

AGENDA: New Business / Information / Action

TOPIC: Personnel Assignments

DATE: August 11, 2026

SUPPORTING DATA: NONE

Classified Resignation: Darah Jacobs, Instructional Aide-Special Programs, HWHS, effective 6/24/2026.

Classified Employment:

NAME	POSITION	SALARY	SITE
Goncalves, Ryan	Bus Driver/Utility Person 8 hours per day; 10 months per year Effective: August 12, 2026	Range 19, Step 1 - \$26.51 per hour	MOT
Herrera, Anniyah	Instructional Aide – Special Programs 6 hours per day; 10 months per year Effective: August 12, 2026	Range 13, Step 1 - \$22.85 per hour	SPHS
Mosqueda, Patricia	Instructional Aide – Bilingual 4 hours per day; 10 months per year Effective: August 12, 2026	Range 10, Step 1 - \$21.21 per hour	HWHS

ADMINISTRATION’S RECOMMENDATION: Administration recommends the employment and resignations of the individuals named listed above and acceptance as presented.