Coronado Unified School District
201 Sixth Street, Coronado, CA 92118
www.coronadousd.net

Regular Governing Board Meeting Agenda
Thursday, August 29, 2024 – 4:00 PM

Alexia Palacios-Peters, Malachy Sandie, Dr. Scot Youngblood, Whitney Antrim, Renee Cavanaugh
Student Board Representative: Dylan Matter
Superintendent/Secretary: Karl Mueller Recording Secretary: Kami McElligott

Times indicated are Anticipated and Serve as Guidelines for Discussion; this meeting will be videotaped and will show live on the internet at https://coronadousd.net/Board-of-Trustees/Board-Meetings/index.html

Closed Session will start at 3:00 PM with Open Session starting at 4:00 PM.

Welcome
Welcome to the meeting of the Coronado Unified School District Board of Trustees. As a courtesy to others, we ask that you silence your cell phones during the meeting. Your cooperation is appreciated.

A reminder that Board Meetings are not interactive meetings, it is a meeting of the Governing Board held in the public's view.

How to watch live
Board meetings are videotaped and will show live on the internet at https://coronadousd.net/about/boarddept/.

Public Comment
- Items on the agenda: Members of the public wishing to speak on an agenda item may come forward when called by the Board President at the time the Board considers that item.
- Items NOT on the agenda: Members of the public wishing to address the Board regarding items not on the agenda may do so during the Item **Public Comment on Non-Agendized Items** (Regular Board Meetings only).

As a reminder, Board rules and California law does not allow the Board to take action or to discuss any item not explicitly posted on the agenda in advance.

Speakers will queue behind the podium and state their name and city prior to speaking; speakers will have three minutes at the podium and may not yield their time to another speaker; total public input on any one agenda item will be limited to twenty minutes (This time may be extended at the discretion of the Board President); if there are still speakers after twenty minutes they may submit their comments to the Board in writing at kmcelligott@ coronadousd.net. Comments submitted electronically will be shared with all Trustees and posted with the meeting minutes.

Disturbances
The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board.

Public Records/Brown Act
In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board of Trustees in advance of its meetings, may be viewed at the Coronado Unified School District located at 201 Sixth Street, Coronado, California 92118. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Superintendent's Office at 619-522-8900. Also, in accordance with the Brown Act, all public Board meeting recordings are available for review on the district website.

Upon request by a student's parent/guardian, or by the student, 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Executive Assistant to the Superintendent and Board of Trustees (Education Code 49073.2).

Compliance with the Americans with Disabilities Act (ADA)
The Coronado Unified School District, in compliance with the Americans with Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact the Superintendent's Office at 619-522-8900 at least 48 hours in advance of the meeting for information on such accommodation.

1. CALL TO ORDER 3:00 PM

1.1 Call to Order

2. OPEN SESSION (10 min.)

2.1 Pledge to the American Flag

2.2 Approval of the Agenda: Any changes to the agenda must be made at this time

PUBLIC COMMENT ON AGENDIZED ITEMS (20 min.)

Anyone wishing to speak on an agenda item may come forward when called by the Board President at the time the Board considers that item; speakers will queue behind the podium and state their name and city prior to speaking; speakers will have three minutes at the podium and may not yield their time to another speaker; total public input on any one agenda item will be limited to twenty minutes (This time may be extended at the discretion of the Board President); if there are still speakers after twenty minutes they may submit their comments to the Board in writing at kmcelligott@coronadousd.net. Please click here if you would like to share your comments electronically. Comments submitted electronically will be shared with all Trustees and posted with the meeting minutes.

3. CLOSED SESSION

Before adjourning to closed session the Board will identify the closed session items and accept public comment on these items.

Pursuant to State law (Education Code 54954.2), closed sessions are not open to the public and may only be held for collective bargaining discussion, employment or dismissal of an employee, disciplinary matters relative to student(s) or employee(s), meeting with legal counsel on pending or anticipated litigation, emergency situations, and other exceptions as provided by law, including Government Code 54957 and 54957.6.

3.1 Discussion of Pending Negotiations with ACT (Employee Organization) with Director of Human Resources, Donna Tripi (Chief Negotiator), per Government Code 54954.5

3.2 Discussion of Pending Negotiations with CSEA (Employee Organization) with Director of Human Resources, Donna Tripi (Chief Negotiator), per Government Code 54954.5

3.3 Student Matters: Settlement Agreement, Government Code 54962 and Education Code 35146: OAH Case #2024060953

3.4 Student Matters: Settlement Agreement, Government Code 54962 and Education Code 35146: Alternative Dispute Resolution

3.5 Public Employee Performance Evaluation: Superintendent (Gov. Code 54957)

4. RECONVENE TO OPEN SESSION 4:00 pm

When a closed session is held, the governing board shall publicly report any action taken in closed session as specified and the vote or abstention on that action of every member present. Members are prohibited from disclosing closed session proceedings except as provided by the Ralph M. Brown Act. (GC 54957.1-7)

4.1 Reconvene to Open Session and report out Action taken in Closed Session

5. CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

The purpose of the consolidated motion is to expedite action on routine agenda items. All agenda items will be approved as written as part of the consolidated motion. Items held for discussion will be acted upon individually after all other agenda items have been considered. Any member of the audience who wishes to speak to an agenda item may come forward when this item is called; speakers will queue behind the podium and state their name and city prior to speaking; speakers will have three minutes at the podium and may not yield their time to another speaker; total public input on any one agenda item will be limited to twenty minutes.

5.1 Approve the Board Meeting Minutes of June 6, 20, and 28, 2024
Minutes must be taken of all actions taken by the governing board and every official board action be affirmed by a formal vote of the board and recorded . (Education Code 35145, 35163)

5.2 Approve the Personnel Register
The following candidates possess the appropriate certification and qualifications to meet the needs of students, to add value to CUSD, and to support the district's vision, mission and goals. Each candidate has gone through a rigorous HR selection process as per BP 4111 and meets the requirements to be hired.

5.3 Approve New Job Description for Dual Enrollment Program Support Specialist

5.4 Approve/Ratify Purchase Orders and Warrants
These purchase orders and warrants conform with California Education Code, Public Contract Code, Board Policies and Administrative Regulations which govern the procurement of goods and services for local education agencies.

5.5 Approve/Ratify Contracts for Services
California Education Code, Public Contract Code, Board Policies and Administrative Regulations govern the procurement of goods and services for local education agencies. These contracts for goods and services conform with relevant laws and regulations, are consistent with industry best practices and are necessary to meet the needs of students and staff to support teaching and learning.

5.6 Adopt Business Services Resolution 24-08-02 Approval of Public Works Project Without Competitive Bidding Under Change Order No. 1 for the Village Elementary Hardscape Project CUSD# 2024-04-22-002.

5.7 Proposition 28: Arts and Music in Schools Funding Annual Report

5.8 Adopt and Approve Business Services Resolution 24-08-03, Change Order No. 1,Â Notice Of Completion, and CEQA Notice of Exemption for the 2024 Coronado High School Freezer & Cooler Walk In Project

6. PUBLIC HEARING (10 min.)

6.1 Public Hearing on Sufficiency of Instructional Materials for 2024-25

7. ACTION ITEMS (10 min.)

7.1 Adopt Resolution on Sufficiency of Instructional Materials for 2024-25

8. REPORTS (30 min.)

8.1 ACT Report: Vice President Linda Kullmann (5 min.)

8.2 Student Board Member Report: Dylan Matter (5 min.)

8.3 Deputy Superintendent Updates (5 min. + Board Discussion)
Department Reports:

- Business Services
  - Negotiations Updates
  - Legislative Updates
    - Cal-OSHA
    - Independent Study
- Child Nutrition Programs
- Special Programs
- Information Technology

8.4 Superintendent Updates (5 min. + Board Discussion)

- Long Range Plan
  - Safety
  - Facilities Master Plan

9. FIRST READING

9.1 Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits

10. ITEMS PULLED CONSOLIDATED MOTION FOR CONSENT CALENDAR

11. COMMENTS (20 min.)

11.1 Public Comments on Non-Agendized Items

Non-Agenda/Closed Session Items: Anyone wishing to speak to a non-agenda item or a closed session item are invited to queue behind the podium and state their name and city prior to speaking; each speaker will have three minutes and may not yield their time; total public input will be twenty minutes (this time may be extended at the discretion of the Board President). If there are still speakers after twenty minutes they may submit their comments to the Board in writing at kmcelligott@coronadousd.net. Please click here if you would like to share your comments electronically. Comments submitted electronically will be shared with all Trustees and posted with the meeting minutes. Pursuant to the Brown Act, during this period, the Board is not allowed to consider issues or take action on any item not listed on the agenda.

11.2 Board Member Comments

11.3 Superintendent's Comments

12. ORGANIZATIONAL BUSINESS (5 min.)

12.1 Proposed List of Agenda Items for Future Board Meetings

The best time to request items is during the period at the end of each meeting that is set aside for Organizational Business. This allows the President to determine if there are at least two members interested in future discussion of the item, and also allows the Superintendent to recommend a future meeting date for the item based on the anticipated length of time staff will need to prepare information for the discussion.

12.2 Upcoming Meetings

- Regular Board Meeting: September 12, 2024 at 4:00 PM
- Regular Board Meeting: October 17, 2024 at 4:00 PM
- Regular Board Meeting: November 21, 2024 at 4:00 PM
- Regular/Organizational Board Meeting: Friday, December 13, 2024 at 4:00 PM

13. ADJOURN

Individuals who require special accommodation (American Sign Language Interpreter, accessible seating, documentation in accessible formats, etc.) should contact the Superintendent or designee at least two days before the meeting date. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 201 Sixth Street, Coronado, CA 92118, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Kami McElligott, Executive Assistant to the Superintendent/Board, at (619) 522-8900, ext. 1025.

AGENDA - August 29, 2024

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.1 Approve the Board Meeting Minutes of June 6, 20, and 28, 2024

Department/Category: DISTRICT ORGANIZATION AND BOARD OPERATION

Background Information:

Presented for Board Approval:

- June 6, 2024: Regular Meeting Minutes
- June 20, 2024: Regular Meeting Minutes
- June 28, 2024: Special Meeting Minutes

Superintendent's Recommendation:

That the Board approve the attached minutes with any necessary modifications.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

June 6 2024 RBM - DRAFT.pdf

June 20 2024 RBM - DRAFT.pdf

June 28 2024 SBM - DRAFT.pdf

Coronado Unified School District
201 Sixth Street, Coronado, CA 92118
www.coronadousd.net

Regular Governing Board Meeting MINUTES
June 6, 2024, 4:00 PM

Alexia Palacios-Peters ♦ Malachy Sandie ♦ Dr. Scot Youngblood ♦ Whitney Antrim ♦ Renee Cavanaugh
Student Board Representative: Dylan Matter
Superintendent/Secretary: Karl Mueller **Recording Secretary: Kami McElligott**

Times indicated are Anticipated and Serve as Guidelines for Discussion; this meeting will be videotaped and will show live on Spectrum Cable, Channel 19, and also on the internet at www.coronadotv.me

Roll Call
The following Board members were present: Renee Cavanaugh, Scot Youngblood, Alexia Palacios-Peters, Whitney Antrim, Malachy Sandie, Dylan Matter. Also present were Karl Mueller, Donnie Salamanca.

1) CALL TO ORDER

1.1 Call to Order

The Board Meeting was called to order at 4:00 PM.

2) OPEN SESSION (10 min.)

2.1 Pledge to the American Flag

2.2 Approval of the Agenda: Any changes to the agenda must be made at this time

Motion was made to pull item 5.3, and move item 3.3 to 8.0.

Motion: Scot Youngblood Second: Whitney Antrim Vote: 5 - 0

2.3 Board Recognition Congratulating Retiring Staff Members: Laura Noonan, Forrest Perkins, Martha Protzman, and Annette Tickner

3) CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.1 Approve the Board Meeting Minutes of May 16, 2024

3.2 Approve the Personnel Register

3.4 Approve/Ratify Contracts for Services

Motion: Whitney Antrim Second: Scot Youngblood Vote: 5 - 0

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4) PUBLIC HEARING (10 min.)

4.1 Public Hearing on the 2024-25 Proposed Budget

Public Hearing opened at 4:18 PM, and closed at 4:26 PM. Click here to listen to comments.

4.2 2024-2025 Budget Overview for Parents, Annual Update (2023-2024), and Local Control Accountability Plan (LACP)

Public Hearing opened at 4:26 PM, and closed at 4:30 PM. No public comments were received.

5) ACTION ITEMS (10 min.)

5.1 Approval of Participation in Early Retirement Reduced Workload Program for the (2024-25 SY) Education Code 22713 and 44922 / ACT Contract, Article 17.13

Motion: Whitney Antrim Second: Scot Youngblood Vote: 5 - 0

5.2 2024 CUSD LCAP Federal Addendum Annual Update

Motion: Malachy Sandie Second: Scot Youngblood Vote: 5 - 0

5.4 Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits

Motion: Scot Youngblood Second: Malachy Sandie Vote: 5 - 0

6) REPORTS (30 min.)

6.1 ACT Report: President Jennifer Landry (5 min.)

6.2 Student Board Member Report: Dylan Matter (5 min.)

6.3 Deputy Superintendent Updates (5 min. + Board Discussion)

6.4 Superintendent Updates (5 min. + Board Discussion)

7) FIRST READING

7.1 Adoption of textbook for AP Spanish Literature starting with the 2024-2025 school year.

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8) ITEMS PULLED CONSOLIDATED MOTION FOR CONSENT CALENDAR

3.3 Approve Extended Day Non-Athletic Job Description for Coronado Middle School Esports Advisor

Motion was made to Table Item 3.3.

Motion: Whitney Antrim Second: Alexia Palacios-Peters Vote: 5 - 0

9) COMMENTS (20 min.)

9.1 Public Comments on Non-Agendized Items

Public Comments were received. Click here to listen to public comments.

9.2 Board Member Comments

Board Members gave an update on their monthly activities and site visits.

9.3 Superintendent's Comments

Superintendent Mueller gave an update on his and district events

10) ORGANIZATIONAL BUSINESS (5 min.)

10.1 Proposed List of Agenda Items for Future Board Meetings

10.2 Upcoming Meetings

11) CLOSED SESSION

Motion was made to adjourn to Closed Session

Motion: Scot Younblood Second: Malachy Sandie Vote: 5 - 0

11.1 Discussion of Pending Negotiations with ACT (Employee Organization) with Director of Human Resources, Donna Tripi (Chief Negotiator), per Government Code 54954.5

11.2 Discussion of Pending Negotiations with CSEA (Employee Organization) with Director of Human Resources, Donna Tripi (Chief Negotiator), per Government Code 54954.5

11.3 Public Employee Performance Evaluation: Superintendent (Gov. Code 54957)

12) RECONVENE TO OPEN SESSION

12.1 Reconvene to Open Session and report out Action taken in Closed Session

The Board reconvened to Open Session at 8:15 PM and stated no action was taken in Closed Session.

DRAFT

13) ADJOURN

The meeting adjourned at 8:15 PM

Individuals who require special accommodation (American Sign Language Interpreter, accessible seating, documentation in accessible formats, etc.) should contact the Superintendent or designee at least two days before the meeting date. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 201 Sixth Street, Coronado, CA 92118, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Kami McElligott, Executive Assistant to the Superintendent/Board, at (619) 522-8900, ext. 1025.

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Karl Mueller, Superintendent

DRAFT

Coronado Unified School District
201 Sixth Street, Coronado, CA 92118
www.coronadousd.net

Regular Governing Board Meeting MINUTES
June 20, 2024, 4:00 PM

Alexia Palacios-Peters ♦ Malachy Sandie ♦ Dr. Scot Youngblood ♦ Whitney Antrim ♦ Renee Cavanaugh
Superintendent/Secretary: Karl Mueller **Recording Secretary: Kami McElligott**

Times indicated are Anticipated and Serve as Guidelines for Discussion; this meeting will be videotaped and will show live on Spectrum Cable, Channel 19, and also on the internet at www.coronadotv.me

Roll Call
The following Board members were present: Renee Cavanaugh, Scot Youngblood, Alexia Palacios-Peters, Whitney Antrim, Malachy Sandie. Also present were Karl Mueller, Donnie Salamanca.

1) CALL TO ORDER

1.1 Call to Order

The Board Meeting was called to order at 4:00 PM.

2) OPEN SESSION (10 min.)

2.1 Pledge to the American Flag

2.2 Approval of the Agenda: Any changes to the agenda must be made at this time

Motion was made to move Item 6.5 after Item 2.3.

Motion: Renee Cavanaugh Second: Whitney Antrim Vote: 5 - 0

2.3 CoSA Foundation: Check Presentation for 2023-2024

6) ACTION ITEMS (10 min.)

6.5 CUSD Portraits of a Graduate, Adult and System

Motion: Whitney Antrim Second: Malachy Sandie Vote: 5 - 0

PUBLIC COMMENT ON AGENDIZED ITEMS (20 min.)

DRAFT

3) CLOSED SESSION

Public Comment was received. Click here to listen to public comment.

Motion by Whitney Antrim and Seconded by Scot Youngblood to convene to Closed Session.

3.1 Conference with Labor Negotiator (Gov. Code § 54957.6)
District Representative: Alexia Palacios-Peters, Board President
Unrepresented Employee: Karl Mueller, Superintendent

3.2 Conference with Labor Negotiator (Gov. Code § 54957.6)
District Representative: Karl Mueller, Superintendent
Unrepresented Employee: Donnie Salamanca, Deputy Superintendent

4) RECONVENE TO OPEN SESSION

4.1 Reconvene to Open Session and report out Action taken in Closed Session

The Board reconvened to Open Session and will report final action during Item 6.6 and 6.7.

5) CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.1 Accept Uniform Complaint Quarterly Report

5.2 Approve/Ratify Purchase Orders and Warrants

5.3 Approve/Ratify Contracts for Services

5.4 Authorize Disposal of Surplus Property & Equipment

Motion: Renee Cavanaugh Second: Malachy Sandie Vote: 5 - 0

6) ACTION ITEMS (10 min.)

6.2 Approve 2024-25 Budget

Motion: Scot Youngblood Second: Renee Cavanaugh Vote: 5 - 0

6.3 Adopt Resolution 24-06-01 Regarding the Education Protection Account Imposed by Article XIII, Section 36(f)

Motion was made by Trustee Antrim to move Item 6.3 to Item 9.0.

6.4 Adoption of textbook for AP Spanish Literature starting with the 2024-25 school year.

Motion: Whitney Antrim Second: Scot Youngblood Vote: 5 - 0

6.6 Approve Amendment to Employment Contract: Deputy Superintendent

DRAFT

Motion: Malachy Sandie Second: Alexia Palacios-Peters Vote: 5 - 0

7) REPORTS (30 min.)

7.1 2024 LCFF Local Indicators

8) WORKSHOP/DISCUSSION

8.1 Governing Board Self-Evaluation

9) ITEMS PULLED CONSOLIDATED MOTION FOR CONSENT CALENDAR

10) COMMENTS (20 min.)

10.1 Public Comments on Non-Agendized Items

Public Comment was received. Click here to listen to public comment.

6) ACTION ITEMS (10 min.)

6.3 Adopt Resolution 24-06-01 Regarding the Education Protection Account Imposed by Article XIII, Section 36(f)

Motion: Whitney Antrim Second: Alexia Palacios-Peters Vote: 5 - 0

11) ORGANIZATIONAL BUSINESS (5 min.)

Board requested an update on the Long Term Facilities Plan and new safety adjustments.

12) CLOSED SESSION

Motion was made to adjourn to Closed Session.

Motion: Whitney Antrim Second: Renee Cavanaugh Vote: 5 - 0

12.1 Discussion of Pending Negotiations with ACT (Employee Organization) with Director of Human Resources, Donna Tripi (Chief Negotiator), per Government Code 54954.5

12.2 Discussion of Pending Negotiations with CSEA (Employee Organization) with Director of Human Resources, Donna Tripi (Chief Negotiator), per Government Code 54954.5

13) RECONVENE TO OPEN SESSION

13.1 Reconvene to Open Session and report out Action taken in Closed Session

DRAFT

The Board reconvened to Open Session at 6:42 PM and stated that no action was taken in Closed Session.

14) ADJOURN

The meeting adjourned at 6:42 PM.

Individuals who require special accommodation (American Sign Language Interpreter, accessible seating, documentation in accessible formats, etc.) should contact the Superintendent or designee at least two days before the meeting date. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 201 Sixth Street, Coronado, CA 92118, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Kami McElligott, Executive Assistant to the Superintendent/Board, at (619) 522-8900, ext. 1025.

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Karl Mueller, Superintendent

DRAFT

Coronado Unified School District
201 Sixth Street, Coronado, CA 92118
www.coronadousd.net

Regular Governing Board Meeting MINUTES
June 28, 2024, 11:00 AM

Alexia Palacios-Peters ♦ Malachy Sandie ♦ Dr. Scot Youngblood ♦ Whitney Antrim ♦ Renee Cavanaugh
Superintendent/Secretary: Karl Mueller **Recording Secretary: Kami McElligott**

Times indicated are Anticipated and Serve as Guidelines for Discussion; this meeting will be videotaped and will show live on Spectrum Cable, Channel 19, and also on the internet at www.coronadotv.me

Roll Call
The following Board members were present: Malachy Sandie, Whitney Antrim, Renee Cavanaugh. Also present was Karl Mueller.

1) CALL TO ORDER

1.1 Call to Order

The Board Meeting was called to order at 11:00 AM.

2) OPEN SESSION

2.1 Pledge to the American Flag

2.2 Approval of the Agenda: Any changes to the agenda must be made at this time

Motion: Whitney Antrim Second: Renee Cavanaugh Vote: 3 - 0 (Palacios-Peters and Youngblood Absent)

COMMENTS FROM THE AUDIENCE (20 min.)

No public comments were received.

3) CONVENE TO CLOSED SESSION

3.1 Conference with Legal Counsel, Anticipated Litigation, Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Government Code 54956.9: Consideration of One (1) Potential Case.

DRAFT

4) RECONVENE TO OPEN SESSION

4.1 Reconvene to Open Session and report out Action taken in Closed Session

The Board reconvened at 11:36 AM and reported that no action was taken in Closed Session.

5) ADJOURN

The meeting adjourned at 11:36 AM.

Individuals who require special accommodation (American Sign Language Interpreter, accessible seating, documentation in accessible formats, etc.) should contact the Superintendent or designee at least two days before the meeting date. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 201 Sixth Street, Coronado, CA 92118, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Kami McElligott, Executive Assistant to the Superintendent/Board, at (619) 522-8900, ext. 1025.

_____

Karl Mueller, Superintendent

DRAFT

AGENDA - August 29, 2024

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.2 Approve the Personnel Register

Department/Category: PERSONNEL

Background Information:

Attached is a report of the personnel actions processed by the Human Resources Department including hires, changes in assignment, resignations and retirements.

For inquiries regarding this Board Item, please contact HR Director, Donna Tripi at 619-522-8900, ext. 1021 or via email at donna.tripi@ coronadousd.net.

Superintendent's Recommendation:

Subject to passage of a pre-placement physical and all pre-placement processing on all new hires, the Superintendent recommends Board approval of the Personnel Register.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

August 2024 Personnel Register.pdf

ADMINISTRATIVE PERSONNEL REGISTER

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
Rikki Betancourt	Assistant Principal – CHS – 1.0 FTE	Resignation	7/1/2024

APPROVE EMPLOYMENT

Name	Position	Salary	Effective Date
Wendy Lewis	Assistant Principal – CHS – 1.0 FTE	$117,335	8/1/2024
Julia Braga	Assistant Principal – VES – 1.0 FTE	$108,246	7/1/2024
Brooke Barto	Assistant Principal – CMS – 1.0 FTE	$113,107	7/1/2024

APPROVE CHANGE IN EMPLOYMENT

Name	Position	Salary	Effective Date
Tanya White	From VES AP to Admin on Special Assignment – District – 1.0 FTE	$131,888	7/1/2024

CERTIFICATED PERSONNEL REGISTER

APPROVE EMPLOYMENT

Name	Position	Salary	Effective Date
Robin Lynn	Education Specialist – 1.0 FTE – CMS	$106,107	8/19/2024
Kiera Alcocer	Temporary 3rd Grade - .50 FTE – VES	$32,522.50	8/19/2024
Sheri Burkhart	Teacher VAPA - .50 FTE – SSES	$47,244.50	8/19/2024
Colleen Fallon	Teacher 5th Grade – 1.0 FTE - VES	$67,918	8/19/2024
Claudio Salas	Teacher Computer Science – 1.0 FTE – CHS	$95,098	8/19/2024
Abby Lund	Teacher Science – 1.0 FTE – CMS	$65,185	8/19/2024
Courtney Sakai	Education Specialist – 1.0 FTE – VES	$93,398	8/19/2024
Kayla Quezada	Teacher 2nd Grade – 1.0 FTE – VES	$58,678	8/19/2024
Derek Burns	Teacher NJROTC – 1.0 FTE – CHS	$98,798	8/1/2024

Quinnlyn Mason	Teacher Math – 1.0 FTE – CHS	$51,897	8/19/2024
Tamar Shorr	Education Specialist – 1.0 FTE – CMS	$74,507	8/19/2024
Jennifer Mahoney	Teacher 9th Grade Yoga and PE – CHS - .83 FTE	$68,854.31	8/19/2024
Hannah Steigler	Teacher 2nd Grade – 1.0 FTE – VES	$62,168	8/19/2024
Alexa Frey	Temporary Teacher Kindergarten – 1.0 FTE – VES	$59,169	8/19/2024
Carolyn Dougherty	Teacher Kindergarten – 1.0 FTE – VES	$61,957	8/19/2024
Haley Thibeault	Teacher Science – 1.0 FTE – CMS	$54,491	8/19/2024
Jeana Crossland	Teacher History – 1.0 FTE – CMS	$64,789	8/19/2024
Peyton Rial	Teacher TK/Kindergarten – 1.0 FTE - SSES	$58,678	8/19/2024

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
Monique Garcia	Education Specialist – 1.0 FTE – Village Elementary	Resignation	6/14/2024
Tara Haslam	Teacher – CHS – 1.0 FTE	Resignation	7/13/2024
Catherine Courser	Teacher – CMS – 1.0 FTE	Resignation	7/1/2024

APPROVE LEAVE OF ABSENCE

Name	Position	Reason	Effective Date
Lindsay Kennedy	Teacher 2nd Grade – 1.0 FTE - VES	Personal	7/1/2024

APPROVE CHANGE IN EMPLOYMENT

Name	Position	Salary	Effective Date
Lindsey Cummins	From Teacher 2nd Grade VES to Teacher 2nd Grade SSES – 1.0 FTE	No change	7/1/2024
Tami Bromley	From Teacher Kinder VES to Teacher Kinder SSES – 1.0 FTE	No change	7/1/2024
Kelly Sailers	From History Teacher – CMS to History and FIE – CHS – 1.0 FTE	No Change	7/1/2024

Tanya Barbera	From Teacher 2nd Grade - .60 FTE – VES – to Teacher 2nd Grade - .50 FTE – VES	$51,637	7/1/2024
Dana O'Connor	Education Specialist – CHS - Increase FTE from .50 to 1.0	$85,897	8/19/2024

CLASSIFIED PERSONNEL REGISTER

APPROVE EMPLOYMENT

Name	Position	Salary	Effective Date
Colin Thoms	Lifeguard – BBMAC	Hourly	6/8/2024
Aidan Torres	Lifeguard – BBMAC	Hourly	6/1/2024
Sarah Tenney	Lifeguard – BBMAC	Hourly	7/3/2024
Edwin Mejia	Custodian PM – CMS – 1.0 FTE	$34,099	7/1/2024
Gavin Wraight	Lifeguard – BBMAC	Hourly	7/20/2024
Skye Spaulding	Lifeguard – BBMAC	Hourly	7/26/2024
Faye Hunt	Lead Library Media Technician – CHS – 1.0 FTE	$64,993	8/5/2024
Charles Pretzinger	Lifeguard – BBMAC	Hourly	8/3/2024

APPROVE CHANGE IN EMPLOYMENT

Name	Position	Salary	Effective Date
Carlos Balbuena Verdugo	From Maintenance I – District – 1.0 FTE to PM Custodian – SSES – 1.0 FTE	$62,282	7/1/2024

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
Dante Cuevas	PM Custodian – Village – 1.0 FTE	Resignation	6/12/2024
Dereck Islas	AM Custodian – CMS – 1.0 FTE	Probationary Release	6/14/2024
Ashleigh Ferland	Instructional Assistant – SSES - .75 FTE	Resignation	6/13/2024
Maria Gallego	Preschool Teacher Assistant – SSES - .72 FTE	Resignation	6/13/2024
Alexandra Gaunt	Instructional Assistant – SSES - .75 FTE	Resignation	6/30/2024

Mildred Ortega Padilla	Instructional Assistant – CHS - .875 FTE	Resignation	6/30/2024
Veronica Marquez	Registered Behavior Technician – SSES - .75 FTE	Resignation	7/08/2024
Esteban Gonzalez Ramirez	Lifeguard – BBMAC	Resignation	7/26/2024
Monique Henry	Instructional Assistant – VES - .75 FTE	Resignation	7/17/2024
Alanna Rickards	Lead Library Media Tech – CHS – 1.0 FTE	Resignation	8/2/2024
Monica McNamara	Instructional Assistant – CHS - .8125 FTE	Resignation	8/2/2024
Eric Johnson	Instructional Assistant – CHS - .8125 FTE	Resignation	8/5/2024
Julia Lippincott	Instructional Assistant – VES - .75 FTE	Resignation	8/06/2024
Connor Kober	Lifeguard – BBMAC	Resignation	8/9/2024
Quinn Beske	Preschool Teacher Assistant - .8125 FTE – VES	Resignation	7/31/2024
Brittany Hooper	Registered Behavior Technician – District - .75 FTE	Resignation	8/16/2024
Rosa Yanez	Preschool Teacher Assistant - .375 FTE	Resignation	8/1/2024

AGENDA - August 29, 2024

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.3 Approve New Job Description for Dual Enrollment Program Support Specialist

Department/Category: PERSONNEL

Background Information:

The Lead Counselor at CHS, Kristen Ereno, applied for the CCAP Dual Enrollment Opportunities Grant. They received $100,000 grant over five years to increase our enrollment in CCAP courses, including focusing on subpopulations, adding support for students to be successful in the courses, and increasing pathway alignment to postsecondary opportunities for students. It was written in the grant plan to hire a classified staff to help support the program, in much the same way as the WorkAbility Coach supports that program. The job would be the same Range (11) as the WorkAbility Coach, and work 5- 7.5 hours a week, for 10-months. It is a temporary position paid for by the grant.

CSEA does not want the position to be in the bargaining unit.

Reports:

The attached job description is presented for approval.

Superintendent's Recommendation:

That the Board approve new job description for Dual Enrollment Program Support Specialist.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

Job Description - Dual Enrollment Program Support Specialist.pdf

CLASS TITLE: DUAL ENROLLMENT PROGRAM SUPPORT SPECIALIST

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of duties in support of the Dual Enrollment Program at Coronado High School and the College and Career Access Pathways Grant initiatives. This position is responsible for increasing awareness of the program and supporting high school students throughout their Dual Enrollment experience. The Dual Enrollment Program Support Specialist will work in collaboration with Coronado High School faculty, high school partners, and grant administrators to ensure the program's success.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:
Perform a variety of specialized duties in support of student enrollment in the Dual Enrollment Program; actively engage with counselors, and students to promote Dual Enrollment Program opportunities; assist in organizing and participating in recruitment events and information sessions; communicate with high school students identified by counselors and staff as potential Dual Enrollment Program candidates.

Guide prospective Dual Enrollment Program students through the application process; provide assistance as needed with registration, class selection, and course scheduling.

Serve as a liaison between high school staff and college faculty to provide resources and support for Dual Enrollment Program students.

Maintain accurate records of Dual Enrollment Program students and their progress.

Ensure compliance with the College and Career Access Pathways Grant requirements; assist with the preparation of grant-related documents and reports as needed.

Assist in identifying and developing resources to support the Dual Enrollment Program, such as study materials, course guides, and academic support resources.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Operation of a computer and assigned software.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Record-keeping and report preparation techniques.
Basic public relations techniques.

ABILITY TO:
Work with high school students, educators, parents, and college programs on the Dual Enrollment Program.
Communicate effectively both orally and in writing.
Keep accurate records.
Collect and synthesize data and prepare reports.
Monitor and assess student progress.

Board Approved: TBD Salary Range: 11

Operate standard office equipment including a computer and assigned software.
Organize and manage program logistics.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school, supplemented by college-level course work in business administration, or related field.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor work environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for periods of time.
Bending at the waist; pushing; pulling; kneeling; and crouching.

AGENDA - August 29, 2024

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.4 Approve/Ratify Purchase Orders and Warrants

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law. A list of all purchase orders has been submitted to the Governing Board in accordance with Board Policy 3300. Warrants submitted for ratification and approval represent invoiced payments against purchase orders previously approved. Warrants were audited and approved by the County Superintendent of Schools prior to payment.

Reports:

The Purchase Order and Warrant Registers are attached to this agenda item.

Financial Impact:

Purchase Orders June 1, 2024 through June 30, 2024	$1,659,806
Commercial Warrants June 1, 2024 through June 30, 2024	$1,054,720
Purchase Orders July 1, 2024 through July 31, 2024	$1,462.442
Commercial Warrants July 1, 2024 through July 31, 2024	$ 998,153

Superintendent's Recommendation:

Staff recommend that the Board approve/ratify the purchase orders and warrants listed .

LCAP Goals:

1. Safe and Clean Facilities for Students and Staff
8. Recruit and Retain Highly Qualified Staff

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

Purchase Orders June 2024.pdf

Warrants June 2024.pdf

Purchase Orders July 2024.pdf
Warrants July 2024.pdf

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019019	6/4/2024	TEACHERS OF TOMORROW, LLC, TEXAS	C&L-SUBSCRIPTION RENEWAL	0100	$ 3,248.52	SK-SCHOOL SOLUTIONS (SCHOOL SOLUTION WITH ADMIN)
0000019020	6/5/2024	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	M&O-BBMAC BACKFLOW REPAIRS	0100	$ 625.00	SCOPE OF WORK BACKFLOW REPAIRS COMPLETE ASSEMBLY RUBBER REPLACEMENT ON 1-1/2'' FEBCO 825Y BACKFLOW ASSEMBLY. ALL 1-2/2''- FEBCO 825Y BACKFLOW PREVENTER PARTS AND LABOR.
0000019021	6/10/2024	APPLE COMPUTER INC	COSA-iPAD ORDER	0100	$ 5,180.90	PERSONALIZED 13 INCH I PAD PRO PVX23LL/A 4 YEAR APPLE CARE IPAD PRO 13 INCH SMFW2LL/A APPLE PENCIL MUWA3AM/A OTTER BOX STAEMENT SERIES STUDIO CASES HRHC2ZM/A RECYCLE FEE
0000019022	6/12/2024	SOUTHWESTERN COLLEGE MARIACHI	C&L-CHS MARIACHI PERFORMANCE	0100	$ 450.00	MARIACHI PERFORMANCE AT CORONADO HIGH SCHOOL ON 04/09/24, 6:45-7:45PM.
0000019023	6/12/2024	JENNIFER MOORE	SSES-REIMBURSEMENT JENNIFER	0100	$ 578.62	REIMBURSEMENT FOR FOOD FOR STAFF APPRECIATION
0000019024	6/12/2024	SAN MARCOS UNIFIED SCHOOL	CHS-KNOTTS FIELD TRIP	0100	$ 1,800.00	BUS TRANSPORTATION TO KNOTT'S BERRY FARM ON JUNE 3, 2024
0000019025	6/12/2024	NATIONAL CITY TROPHY	SUPER-NAME PLATES	0100	$ 40.88	NATIONAL CITY TROPHY NAME PLATE FOR BOARD ROOM, STUDENT REP.
0000019026	6/12/2024	KARIN MELLINA	CHS-REIMBURSEMENT KARIN	0100	$ 17.22	REIMBURSEMENT DUE KARIN MELLINA REIMBURSEMENT
0000019027	6/12/2024	TOM FREDERICK	CNS-PREPAID MEAL REFUND	1300	$ 13.50	PREPAID MEALS REFUND FOR ID #47001454
0000019028	6/12/2024	LINDA KULLMAN	CMS-MILE REIMBURSEMENT LINDA	0100	$ 104.79	REIMBURSE MILEAGE TRAVEL BETWEEN SCHOOL SITES, SSE TO CMS.
0000019029	6/12/2024	JASMINE LO	CNS-PREPAID MEAL REFUND	1300	$ 42.00	PREPAID MEALS REFUND FOR ID #47004344
0000019030	6/12/2024	THE MASTER TEACHER	HR-RETIRMENT BOWLS	0100	$ 121.95	THE MASTER TEACHER - RETIREMENT BOWL FOR 2023-2024 RETIREE, LAURA NOONAN
0000019030	6/12/2024	THE MASTER TEACHER	HR-RETIRMENT BOWLS	0100	$ 121.95	THE MASTER TEACHER - RETIREMENT BOWL FOR 2023-2024 RETIREE, MARTHA PROTZMAN

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019031	6/12/2024	KARIN MELLINA	CHS-REIMBURSEMENT KARIN	0100	$ 72.16	REIMBURSEMENT DUE KARIN MELLINA FOR MATERIAL AND SUPPLIES
0000019032	6/12/2024	LISA KINZEL	SSES-REIMBURSEMENT LISA	0100	$ 431.48	REIMBURSEMENT FOR FOOD FOR STAFF END OF THE YEAR PARTY
0000019033	6/12/2024	JENNIFER MOORE	SSES-REIMBURSEMENT JENNIFER	0100	$ 70.30	REIMBURSEMENT FOR ANCHORED 4 LIFE PIZZA
0000019034	6/12/2024	SCHOOL OUTFITTERS	VES-FLOOD RELATED MATERIALS	4000	$ 183.05	MULTICOLOR POLKA DOT RUG 5' X 8' ITEM #SPG-CW1421-2850 QUOTE # QUO11478985
0000019035	6/13/2024	JODI JUDD	SSES-REIMBURSEMENT JODI	0100	$ 167.80	REIMBURSEMENT FOR PIZZAS FOR END OF YEAR 2ND GRADE
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	0100	$ 50.38	AMAZON
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	0100	$ 25.81	HOMEGOODS
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	0100	$ 86.10	SMART & FINAL
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	0100	$ 182.39	SPROUTS
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	0100	$ 24.95	VONS
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 86.11	99 RANCH
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 99.51	AMAZON
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 37.99	NATIONAL RESTAURANT ASSOCIATION-SERVSAFE
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 78.74	NORTHGATE MARKET
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 39.97	SPROUTS
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 20.21	VILLAGE HARDWARE
0000019036	6/13/2024	MISSION FEDERAL CREDIT UNION	CNS-FEB 2024 P-CARD CHARITY	1300	$ 277.67	VONS
0000019037	6/13/2024	MISSION FEDERAL CREDIT UNION	C&L-MARCH 2024 P-CARD MEGAN	0100	$ 1,660.01	CURRICULUM CREDIT CARD PURCHASES - MARCH 2024
0000019038	6/13/2024	MISSION FEDERAL CREDIT UNION	SS-MARCH 2024 P-CARD NIAMH	0100	$ 135.81	S.S Mar 2024 PCard Niamh
0000019039	6/20/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 2024 P-CARD KATHY	0100	$ 1,191.88	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019039	6/20/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 2024 P-CARD KATHY	0100	$ 565.43	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	0100	$ 4.51	VONS
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 85.86	99 RANCH
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 267.98	COZYMEAL
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 97.89	NORTHGATE MARKET
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 644.00	SAN DIEGO COUNTY-DEH
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 59.95	SPROUTS
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 31.90	UBER
0000019041	6/24/2024	MISSION FEDERAL CREDIT UNION	CNS-MARCH 2024 P-CARD CHARITY	1300	$ 108.99	VONS

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019042	6/24/2024	MISSION FEDERAL CREDIT UNION	B.S-FEB 2024 P-CARD ABRAHAM	0100	$ 3,226.23	FEBRUARY 2024 STATEMENT BUSINESS SERVICES
0000019042	6/24/2024	MISSION FEDERAL CREDIT UNION	B.S-FEB 2024 P-CARD ABRAHAM	0100	$ 1,066.55	FEBRUARY 2024 STATEMENT BUSINESS SERVICES
0000019042	6/24/2024	MISSION FEDERAL CREDIT UNION	B.S-FEB 2024 P-CARD ABRAHAM	0100	$ 2,249.10	FEBRUARY 2024 STATEMENT BUSINESS SERVICES
0000019042	6/24/2024	MISSION FEDERAL CREDIT UNION	B.S-FEB 2024 P-CARD ABRAHAM	0100	$ 2,542.34	FEBRUARY 2024 STATEMENT BUSINESS SERVICES
0000019042	6/24/2024	MISSION FEDERAL CREDIT UNION	B.S-FEB 2024 P-CARD ABRAHAM	1900	$ 810.00	FEBRUARY 2024 STATEMENT BUSINESS SERVICES
0000019043	6/24/2024	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-SUMMIT REGISTRATION	0100	$ 240.00	REGISTRATION FOR THE LEARNING AND INNOVATION SUMMIT ON 08/24/24, 8AM-2:30PM, AT SDCOE. ATTENDING: ANNE BURNEY, LAURIE FOUNTAIN, SARAH YAKUTIS (EARLY BIRD PRICE)
0000019044	6/24/2024	SCHOOLS EXCESS LIABILITY FUND	B.S-FUNDING PLAN 23/24	0100	$ 622.33	AB218 REVIVED LIABILITY FUNDING PLAN 23/24 ANNUAL AMOUNT IS $122,391.47 PAID $121,769.14 THIS IS FOR BALANCE DUE.
0000019045	6/24/2024	CALIFORNIA DEPARTMENT OF TAX AND FEE	B.S-TAX AND FEE ADMIN	4900	$ 308.24	TAX AMOUNT DUE FOR ITEM PURCHASED FROM QUEBEC, CANADA-PO 17904.
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 63.44	1 LAKESHOR RAINBOW REST MAT-GR
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 71.64	ARTS-CRAFTS SUPPLY CENTER
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 4.59	CONST PAPER 9X12-BLACK
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 7.65	CONST PAPER 9X12-BLUE
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 6.12	CONST PAPER 9X12-HOLIDAY GRN
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 4.59	CONST PAPER 9X12-LIGHT BROWN
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 4.59	CONST PAPER 9X12-ORANGE
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 6.12	CONST PAPER 9X12-PINK
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 6.12	CONST PAPER 9X12-RED
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 4.59	CONST PAPER 9X12-SKY BLUE
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 4.59	CONST PAPER 9X12-TURQUOISE
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 6.12	CONST PAPER 9X12-VIOLET
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 7.65	CONST PAPER 9X12-WHITE
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 6.12	CONST PAPER 9X12-YELLOW
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 111.58	LAKESHORE PLAYGROUND BALL SET
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 89.07	LAKSHR WASHABLE TEMPERA-ASST
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 51.17	NEWSPRINT EASEL PAPER-18X24 IN

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 38.88	SCHOOL GLUE-GALLON
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 71.64	SHAPES DISCOVERY BOXES
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 61.41	SPORT BALLS - COMPLETE SET
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 57.30	TWEEZER TONGS COLOR SORTNG KIT
0000019048	6/24/2024	LAKESHORE LEARNING MATERIALS	ECDC-SUPPLIES AND MATERIALS	1200	$ 71.63	WASHABLE WATERCOLOR-DZ SETS
0000019049	6/24/2024	AMANDA TARANTINO	CNS-REIMBURSEMENT AMANDA	1300	$ 10.64	FOOD PURCHASED FOR LUNCH PROGRAM
0000019050	6/24/2024	CHARITY CAMPBELL	CNS-REIMBURSEMENT CHARITY	1300	$ 117.43	FOOD PURCHASED FOR LUNCH PROGRAM
0000019051	6/24/2024	KRISTEN CAPUTO	C&L-REIMBURSEMENT KRISTEN	0100	$ 355.59	REIMBURSEMENT FOR ANY BUDGET PRINTING FOR ENGINEERING FINALS
0000019051	6/24/2024	KRISTEN CAPUTO	C&L-REIMBURSEMENT KRISTEN	0100	$ 28.02	REIMBURSEMENT FOR T-SHIRT MART STOLE PRINTING
0000019052	6/24/2024	MICHELLE EVENSON	C&L-REIMBURSEMENT MICHELLE	0100	$ 317.00	REIMBURSEMENT FOR NSPA DUES AND ENTRY FOR FILMMAKING
0000019053	6/24/2024	JENNA BORABY	SSES-CUSTOM SIGNS	0100	$ 50.00	15" SILVER STRAND LOGO FOR PODIUM
0000019053	6/24/2024	JENNA BORABY	SSES-CUSTOM SIGNS	0100	$ 50.00	SAILBOAT SIGN
0000019053	6/24/2024	JENNA BORABY	SSES-CUSTOM SIGNS	0100	$ 125.00	SAILBOAT SIGNS FOR EMPLOYEES LEAVING
0000019054	6/24/2024	APPLE COMPUTER INC	M&O-iPAD FOR AARON	0100	$ 532.10	PERSONALIZED 10.9 INCH IPAD WIFI 64GB SILVER PPQ03LL/A ENGRAVING CORONADO UNIFIED SCHOOL DISTRICT 201 6TH ST, CORONADO, CA 92118 4-YEAR APPLE CARE S7828LL/A STM DUX PLUS FOR IPAD 10TH GEN BLACK
0000019055	6/24/2024	JAMF SOFTWARE, LLC	M&O-JAMF LICENSING FOR iPAD	0100	$ 21.00	JAMF SCHOOL ENHANCED SUPPORT JAMF SCHOOL LIFETIME LICENSE
0000019056	6/24/2024	DAVE BANG ASSOCIATES INC OF CA	M&O-SSES REPLACEMENT PARTS	0100	$ 33.64	PLAYWORLD #BAD6000LIM, 4.5 OZ AEROSOL CAN OF SPRAY
0000019056	6/24/2024	DAVE BANG ASSOCIATES INC OF CA	M&O-SSES REPLACEMENT PARTS	0100	$ 3.84	PLAYWORLD #BAE0663, NUT 3/8IN-16X3IN BUTTON
0000019056	6/24/2024	DAVE BANG ASSOCIATES INC OF CA	M&O-SSES REPLACEMENT PARTS	0100	$ 3.96	PLAYWORLD #BAE06681, BOLT 3/8IN-16X3IN BUTTON HD
0000019056	6/24/2024	DAVE BANG ASSOCIATES INC OF CA	M&O-SSES REPLACEMENT PARTS	0100	$ 1,798.60	PLAYWORLD #ZZCH0616, SQUARE COATED DECK ASSEMBLY

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019057	6/24/2024	MY PT	SPED-MY PT	0100	$ 740.00	APPROVED: EVALUATION AND 2 HRS OF IEP ATTENDANCE DATES: 03/1/2024 6/30/2024
0000019058	6/24/2024	AMAZON CAPITAL SERVICES, INC.	SSES-HELATH OFFICE DESK	0100	$ 55.17	3" CASTERS SET OF 4, 4 HEAVY DUTY QUIET CASTERS
0000019058	6/24/2024	AMAZON CAPITAL SERVICES, INC.	SSES-HELATH OFFICE DESK	0100	$ 526.90	MODERN SIMPLE STYLE 55" STANDING DESK
0000019059	6/24/2024	SHERRIL ALTSTADT	CHS-REIMBUBRSEMENT SHERRIL	0100	$ 240.91	REIMBURSEMENT DUE SHERRILL ALTSTADT FOR FIELDTRIP MILAGE
0000019060	6/24/2024	TOSHIBA BUSINESS SOLUTIONS	VES-FAX CARD FOR COPIER	0100	$ 480.00	TOSHIBA FAX CARD GD1370N ON MACHINE S14298.
0000019061	6/24/2024	GABRIEL GARCIA	CHS-REIMBURSEMENT GABRIEL	0100	$ 2,083.49	REIMBURSEMENT DUE GABE GARCIA
0000019062	6/24/2024	SAN DIEGO UNION TRIBUNE	B.S-SD UNION TRIBUNE	0100	$ 666.59	CLASSIFIED ADVERTISING; NOTICE PUBLIC HEARING 2024-25 BUDGET; SAN DIEGO UNION TRIBUNE; LEGALS CLS
0000019063	6/24/2024	ROBINSON CO CONTRACTORS INC	BBMAC-POOL VACUUM REPAIRS	1900	$ 159.00	POOL VACUUM REPAIR
0000019065	6/24/2024	ELISABETH JOSSET	CMS-REIMBURSEMENT LIZ	0100	$ 200.87	REIMBURSE FOR STAFF MONTLY BIRTHDAY CAKES, LUNCH FOR PANEL INTERVIEW.
0000019066	6/24/2024	KATARINA FANCIK	HR-REIMBURSEMENT KATARINA	0100	$ 500.00	KATARINA FANCIK, MEDICARE REIMBURSEMENT $500.00 PER CSEA CONTRACT 23-24SY.
0000019067	6/24/2024	PODS ENTERPRISES, LLC	M&O-VES FLOOD RELATED SERVICES	4000	$ 827.04	VILLAGE ELEMENTARY 2 POD DROP OFF CONTAINER # 8005B29 CONTAINER # 126606BX FLOOD RELATED SERVICES
0000019068	6/24/2024	KING FENCING INC	M&O-SSES REPAIRT CHAIN LINK	4900	$ 975.00	SILVER STRAND ELEMENTARY SCHOOL SUPPLIED LABOR AND MATERIALS TO REPAIR EXISTING GREEN SQ CHAIN LINK POSTER FOR SAFETY. PULL BACK CHAIN LINK FABRIC REMOVED EXISTING POST CORE CONCRETE REINSTALL AND RESET POST REINSTALL CHAIN LINK FABRIC

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019069	6/24/2024	KING FENCING INC	M&O-SSES REPAIR RUST	4900	$ 1,400.00	SILVER STRAND ELEMENTARY SCHOOL SUPPLIED LABOR AND MATERIALS TO REPAIR AT 2 DIFFERENT LOCATIONS DAMAGED BY THE RUST METAL IRON FENCE AT ONR CUT TOP AND BOTTOM RAILS FROM POST AND PICKETS THEN REPLACE IT. REPLACE DAMAGED PIKETS CUT OFF AND HAUL AWAY
0000019070	6/24/2024	KING FENCING INC	M&O-CMS REPLACE BROKEN GATE	4900	$ 960.00	CORONADO MIDDLE SCHOOL SUPPLIED LABOR AND MATERIALS TO REPAIR BROKEN SLIDE BOLT AT EXISTING WALK GATE GRIND OFF DAMAGE OLD SLIDE BOLT CLEAN UP METAL FRAME GATE THEN REINSTALL AND WELD IT. MAKE HOLE WIDER AT LATCH POST TO FIT NEW SLIDE BOLT. PRIMER ONLY
0000019071	6/24/2024	LINDSEY CUMMINS	M&O-REIMBURSEMENT LINDSEY	4000	$ 328.58	REIMBURSEMENT - FLOOD DAMAGED ITEMS
0000019072	6/24/2024	MIK & COOKIES LLC	VES-WORKSHOP	0100	$ 1,025.00	MIK AND COOKIES PRIVATE WORKSHOP
0000019073	6/24/2024	RENELLE KOCZAN	VES-FLOOD RELATED REIMBURSEMEN	4000	$ 1,372.21	REIMBURSEMENT - FLOOD DAMAGED ITEMS
0000019075	6/24/2024	TOSHIBA BUSINESS SOLUTIONS	VES-COPY MACHINE STORAGE	4000	$ 400.00	COPY MACHINE STORAGE
0000019076	6/24/2024	AMANDA ELLISON	VES-FLOOD RELATED REIMBURSEMEN	4000	$ 482.21	REIMBURSEMENT
0000019077	6/24/2024	AMAZON CAPITAL SERVICES, INC.	CNS-HOOVER VACUUM	1300	$ 242.18	HOOVER COMMERCIAL SHOULDER VAC PRO BACKPACK BAGGED VACUUM CLEANER, WITH HEPA MEDIA FILTER, LIGHTWEIGHT WITH EXTRA LONG CORD, CHIROPRACTIC DESIGN, FOR CARPET AND HARD FLOORS, C2401, BLACK
0000019078	6/24/2024	CROWN COVE AQUATIC CENTER	SSES-CCAC STAFF	0100	$ 400.00	5TH GRADE END OF THE YEAR BEACH DAY
0000019079	6/24/2024	MARITZA ARELLANO	ECDC-FLOOD RELATED REIMBURSEME	4000	$ 99.97	SHOES REIMBURSEMENT- FLOOD DAMAGE
0000019080	6/24/2024	KAMI MCELLIGOTT	SUPER-REIMBURSEMENT KAMI	0100	$ 45.18	REIMBURSEMENT FOR KAMII MCELLIGOTT SNACKS AND DRINKS FOR MEETINGS
0000019081	6/24/2024	KARL MUELLER	SUPER-REIMBURSEMENT KARL	0100	$ 677.37	REIMBURSEMENT FOR KARL MUELLER 2023-2024 MILEAGE
0000019082	6/25/2024	SOUTH COAST PLUMBING	CNS-CHS KITCHEN	1300	$ 2,040.00	PLUMBING AT CHS KITCHEN FOR CEILNG LEAK AND PIPE REPLACEMENT
0000019083	6/25/2024	MISSION FEDERAL CREDIT UNION	C&L-APRIL 24 P-CARD MEGAN	0100	$ 452.64	CURRICULUM CREDIT CARD PURCHASES - APRIL 2024

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019084	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-APRIL 24 P-CARD KATHY	0100	$ 60.37	APRIL 2024 STATEMENT BUSINESS SERVICES
0000019084	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-APRIL 24 P-CARD KATHY	0100	$ 253.37	APRIL 2024 STATEMENT BUSINESS SERVICES
0000019085	6/25/2024	SCYLLA PLUMBING & DRAINS	CNS-CHS BACKFLOW	0100	$ 1,865.00	PLUMBING SERVICE TO INSTALL BACK FLOW DEVICE ON THE BOTINKIT COOKER
0000019086	6/25/2024	MISSION FEDERAL CREDIT UNION	C&L-MAY 2024 P-CARD MEGAN	0100	$ 618.48	CURRICULUM CREDIT CARD PURCHASES - MAY 2024
0000019087	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 2024 P-CARD KATHY	0100	$ 199.00	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019087	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 2024 P-CARD KATHY	0100	$ 107.19	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019087	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 2024 P-CARD KATHY	0100	$ 222.76	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019088	6/25/2024	MISSION FEDERAL CREDIT UNION	S.S-MARCH 24 P-CARD KATHRYN	0100	$ 340.46	ATP March 2024 PCard Katie L
0000019089	6/25/2024	MISSION FEDERAL CREDIT UNION	S.S-APRIL 24 P-CARD KATIE	0100	$ 118.42	ATP April 2024 PCard Katie L
0000019090	6/25/2024	MISSION FEDERAL CREDIT UNION	S.S-MAY 24 P-CARD KATIE	0100	$ 72.66	ATP May 2024 PCard Katie L
0000019091	6/25/2024	MISSION FEDERAL CREDIT UNION	S.S-APRIL 24 P-CARD NIAMH	0100	$ 567.83	S.S April 2024 PCard Niamh
0000019092	6/25/2024	MISSION FEDERAL CREDIT UNION	S.S-MAY 24 P-CARD NIAMH	0100	$ 72.99	S.S May 2024 PCard Niamh
0000019093	6/25/2024	SUPERINTENDENT OF SCHOOLS SDCOE	B.S-BUSINESS CARDS KATHY	0100	$ 40.00	BUSINESS CARDS FOR KATHY MULVEY 500
0000019094	6/25/2024	MISSION FEDERAL CREDIT UNION	S.S-FEB 24 P-CARD KATIE	0100	$ 521.98	FEBRUARY 2024 STATEMENT STUDENT SERVICE
0000019095	6/25/2024	ATKINSON, ANDELSON, LOYA,	SUPER-ATTORNEY FEES	0100	$ 2,000.00	AALRR JUNE 2024 INVOICE (PROJECTED EXPENSES) STUDENT SERVICES LEGAL FEES
0000019095	6/25/2024	ATKINSON, ANDELSON, LOYA,	SUPER-ATTORNEY FEES	0100	$ 48.75	AALRR MAY INVOICE 715368
0000019096	6/25/2024	MISSION FEDERAL CREDIT UNION	C&L-MAY 24 OLD P-CARD MEGAN	0100	$ 235.00	CURRICULUM CREDIT CARD PURCHASE (OLD CARD) - MAY 2024
0000019097	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 24 P-CARD ABRAHAM	0100	$ 306.56	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019097	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 24 P-CARD ABRAHAM	0100	$ 218.48	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019097	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 24 P-CARD ABRAHAM	0100	$ 886.36	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019097	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 24 P-CARD ABRAHAM	0100	$ 275.99	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019097	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 24 P-CARD ABRAHAM	0100	$ 353.10	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019097	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MARCH 24 P-CARD ABRAHAM	0100	$ 3,883.03	MARCH 2024 STATEMENT BUSINESS SERVICES
0000019098	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-APRIL 24 P-CARD ABRAHAM	0100	$ 75.41	APRIL 2024 STATEMENT BUSINESS SERVICES
0000019098	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-APRIL 24 P-CARD ABRAHAM	0100	$ 125.26	APRIL 2024 STATEMENT BUSINESS SERVICES
0000019098	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-APRIL 24 P-CARD ABRAHAM	0100	$ 428.69	APRIL 2024 STATEMENT BUSINESS SERVICES

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019098	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-APRIL 24 P-CARD ABRAHAM	0100	$ 104.74	APRIL 2024 STATEMENT BUSINESS SERVICES
0000019099	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-CNS MAY 24 P-CARD CHARITY	1300	$ 50.95	CHILD NUTRITION SERVICES- MAY 24 P-CARD STTEMENT
0000019100	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-CNS APR 24 P-CARD CHARITY	1300	$ 1,772.46	CHILD NUTRITION SERVICES- APRIL 24 P-CARD STATEMENT
0000019101	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 P-CARD ABRAHAM	0100	$ 117.77	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019101	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 P-CARD ABRAHAM	0100	$ 81.60	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019101	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 P-CARD ABRAHAM	0100	$ 604.23	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019101	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 P-CARD ABRAHAM	0100	$ 6,155.47	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019101	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 P-CARD ABRAHAM	1200	$ 399.00	MAY 2024 STATEMENT BUSINESS SERVICES-
0000019102	6/25/2024	SUSAN HARRIS	B.S-REIMBURSEMENT SUSAN	0100	$ 100.18	REIMBURSEMENT FOR PURCHASE OF ITEM FOR TRANSITION CLASS
0000019103	6/25/2024	GABRIEL LANGEVIN	B.S-BILL DAVIS AWARD 23/24	5700	$ 500.00	RECIPIENT OF BILL DAVIS AWARD 2023/24
0000019104	6/25/2024	KENZIE JOYCE	B.S-MOLLY MCGOWAN AWARD 23/24	5700	$ 1,250.00	RECIPIENT OF MOLLY MCGOWAN AWARD 2023/24
0000019105	6/25/2024	TRANE U.S. INC.	M&O-BLOWER	0100	$ 3,150.95	BLOWER; POWER VENT ASSEMBLY, 230V, INCLUDES, BLOWER WHEEL, MOTO, AND MOUNTING PLATE TOOL: 13-IN-1 RATCHETING IMPACT RATED SCREWDRIVER.
0000019106	6/25/2024	HUNTINGTON HARDWARE CO INC	M&O-CHS PUSH BAR CHASIS	0100	$ 1,472.43	PUSH DOOR BAR CHASSIS PRE 721132070 2108FL 630 RHRB CHASSIS
0000019106	6/25/2024	HUNTINGTON HARDWARE CO INC	M&O-CHS PUSH BAR CHASIS	0100	$ 1,472.43	PUSH DOOR BAR CHASSIS PRE 722084710 2108FL 630 LHRB CHASSIS
0000019107	6/25/2024	H2I GROUP, INC	M&O-REPLACE BASKETBALL WINCH	0100	$ 4,998.00	REPLACEMENT OF BASKETBALL WINCH 1EA MODEL 503285 ELECTRIC WINCH WITH KEY SWITCH 3/4 HP 115V SINGLE PHASE 1LOT REPLACEMENT OF 1/4 GALVANIZED AIRCRAFT CABLE, CABLE CLAMPS, AND RESET LIMIT SWITCH 1LOT DEMO AND DISPOSAL OF EXISTING CABLE WINCH
0000019108	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 OLD P-CARD ABRAHAM	0100	$ 105.94	MAY 2024 STATEMENT BUSINESS SERVICE

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019108	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 OLD P-CARD ABRAHAM	0100	$ 126.88	MAY 2024 STATEMENT BUSINESS SERVICE
0000019108	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 OLD P-CARD ABRAHAM	0100	$ 1,212.40	MAY 2024 STATEMENT BUSINESS SERVICE
0000019108	6/25/2024	MISSION FEDERAL CREDIT UNION	B.S-MAY 24 OLD P-CARD ABRAHAM	0100	$ 71.89	MAY 2024 STATEMENT BUSINESS SERVICE
0000019110	6/26/2024	COMMUNITY PLAYTHINGS	ECDC-FLOOD RELATED	4000	$ 522.59	CHILD SIZE DRESSER, FLOOD DAMAGE
0000019110	6/26/2024	COMMUNITY PLAYTHINGS	ECDC-FLOOD RELATED	4000	$ 474.10	CHILD'S ARM CHAIR TAN, FLOOD DAMAGE
0000019110	6/26/2024	COMMUNITY PLAYTHINGS	ECDC-FLOOD RELATED	4000	$ 587.24	CHILD'S SOFA TAN, FLOOD DAMAGE
0000019110	6/26/2024	COMMUNITY PLAYTHINGS	ECDC-FLOOD RELATED	4000	$ 447.16	CLOTHES WASHER, FLOOD DAMAGE
0000019110	6/26/2024	COMMUNITY PLAYTHINGS	ECDC-FLOOD RELATED	4000	$ 894.33	WALL MOUNTAIN CABINET, FLOOD DAMAGE
0000019110	6/26/2024	COMMUNITY PLAYTHINGS	ECDC-FLOOD RELATED	4000	$ 282.31	WOODCREST CHAIR, FLOOD DAMAGE
0000019111	6/26/2024	KINDER SYSTEMS, INC	ECDC-ANNUAL SUBSCRIPTION	1200	$ 2,585.52	KINDERSYSTEM INC.
0000019112	6/26/2024	ARTS EDUCATION CONNECTION SAN DIEGO	ECDC-WORKSHOP REGISTRATION	1200	$ 300.00	CARTAGE FEE (MUSIC PROGRAMS)
0000019112	6/26/2024	ARTS EDUCATION CONNECTION SAN DIEGO	ECDC-WORKSHOP REGISTRATION	1200	$ 135.00	LESSOP PREP (ALL)/HR
0000019112	6/26/2024	ARTS EDUCATION CONNECTION SAN DIEGO	ECDC-WORKSHOP REGISTRATION	1200	$ 135.00	LOAD IN/OUT COMPENSATION
0000019112	6/26/2024	ARTS EDUCATION CONNECTION SAN DIEGO	ECDC-WORKSHOP REGISTRATION	1200	$ 17.82	MILAGE
0000019112	6/26/2024	ARTS EDUCATION CONNECTION SAN DIEGO	ECDC-WORKSHOP REGISTRATION	1200	$ 810.00	MUSIC CLASSES-WORKSHOP 1ST/SITE
0000019112	6/26/2024	ARTS EDUCATION CONNECTION SAN DIEGO	ECDC-WORKSHOP REGISTRATION	1200	$ 660.00	WORKSHOP (EACH ADDITIONAL)
0000019113	6/26/2024	RENAISSANCE LEARNING	C&L-DATA INTEGRATION LEVEL 4	0100	$ 7,500.00	DATA INTEGRATION FEE LEVEL 4
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	CHS - APPLICATIONS - STAR MATH SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 525.00	CHS - APPLICATIONS - STAR MATH SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	CHS - APPLICATIONS - STAR READING SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 525.00	CHS - APPLICATIONS - STAR READING SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 62.50	CHS - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 750.00	CHS - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	CHS - PROFESSIONAL SERVICES - FOUNDATIONS PROFESSIONAL LEARNING PACKAGE (INCLUDED WITH PURCHASE)

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	CMS - APPLICATIONS - STAR MATH SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 3,438.75	CMS - APPLICATIONS - STAR MATH SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	CMS - APPLICATIONS - STAR READING SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 3,438.75	CMS - APPLICATIONS - STAR READING SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 62.50	CMS - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 750.00	CMS - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	CMS - PROFESSIONAL SERVICES - FOUNDATIONS PROFESSIONAL LEARNING PACKAGE (INCLUDED WITH PURCHASE)
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 900.00	PROFESSIONAL SERVICES - 60-MINUTE REMOTE SESSION
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	SILVER STRAND - APPLICATIONS - STAR MATH SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 1,365.00	SILVER STRAND - APPLICATIONS - STAR MATH SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	SILVER STRAND - APPLICATIONS - STAR READING SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 1,365.00	SILVER STRAND - APPLICATIONS - STAR READING SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 62.50	SILVER STRAND - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 750.00	SILVER STRAND - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	SILVER STRAND - PROFESSIONAL SERVICES - FOUNDATIONS PROFESSIONAL LEARNING PACKAGE (INCLUDED WITH PURCHASE)
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	VILLAGE - APPLICATIONS - STAR MATH SUBSCRIPTION 06/01/24-06/30/24

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 3,412.50	VILLAGE - APPLICATIONS - STAR MATH SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	VILLAGE - APPLICATIONS - STAR READING SUBSCRIPTION 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 3,412.50	VILLAGE - APPLICATIONS - STAR READING SUBSCRIPTION 07/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 750.00	VILLAGE - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 01/01/24-06/30/25
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ 62.50	VILLAGE - PLATFORM SERVICES - ANNUAL ALL PRODUCT RENAISSANCE PLATFORM 06/01/24-06/30/24
0000019114	6/26/2024	RENAISSANCE LEARNING	C&L-ANNUAL SUBSCRIPTION	0100	$ -	VILLAGE - PROFESSIONAL SERVICES - FOUNDATIONS PROFESSIONAL LEARNING PACKAGE (INCLUDED WITH PURCHASE)
0000019115	6/26/2024	HUNTINGTON HARDWARE CO INC	M&O-CHS GYM REKEY	0100	$ 2,148.79	CHS LOCK RE-KEYS BES1CM7-MJ-1-626 KEYED ALIKE MJ KWY W/22 KEYS CUT KEY STAMPED "G" KEY BLANK
0000019116	6/26/2024	LA VERNE POWER EQUIPMENT, INC.	M&O-EQUIPMENT	0100	$ 687.69	STI 4002 820 2310 AUTOCUT 27-2 CUTTING HEAD
0000019116	6/26/2024	LA VERNE POWER EQUIPMENT, INC.	M&O-EQUIPMENT	0100	$ 661.48	STI AP300S LITHIUM-ION BATTERY, 7.8AH 4850 400 6581
0000019116	6/26/2024	LA VERNE POWER EQUIPMENT, INC.	M&O-EQUIPMENT	0100	$ 617.38	STI BGA 86 BATTERY POWER HH BLOWER, BA02 011 5901US
0000019116	6/26/2024	LA VERNE POWER EQUIPMENT, INC.	M&O-EQUIPMENT	0100	$ 507.14	STI FS111R WEEDEATER, 31.4CC 1.4BHP, SOLID DRIVE SHAFT 4180 200 0509U
0000019117	6/26/2024	COASTAL NEURO GROUP	SPED-COASTAL NEURO GROUPS	0100	$ 4,250.00	APPROVED: PSYCHO-EDUCATIONAL ASSESSMENT FOR STUDENT DATES: 04/1/2024 6/30/2024

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019118	6/26/2024	SUNBELT RENTALS, INC	M&O-SSES LOADER TRACTOR	0100	$ 2,176.31	LOADER LANDSCAPER 4WD TRACTOR RENTAL 1103304 MAKE: JOHN DEERE MODEL: 210 LEP
0000019119	6/26/2024	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-PROFESSIONL LEARNING	0100	$ 2,500.00	PROFESSIONAL LEARNING OPPORTUNITIES WITH DISTRICT AND SITE ADMINISTRATORS, HEAD COUNSELORS AND SITE REGISTRARS TO IMPROVE THE A-G REQUIREMENTS
0000019120	6/26/2024	SOUTH BAY SUSTAINABLE COMMUNITIES	B.S-STAFFING TRANING	0100	$ 13,602.30	SUPPLIES FOR ZERO WASTE STATION A FRAME AND TABLE SIGN. STAFFING FOR TRAINING, 14 DAYS FOR START UP AND MONTHLY OBSERVATION FOR THE 23/24
0000019121	6/26/2024	MCWILL SPORTS SURFACE INC	M&O-FLOOD RELATED SERVICES	4000	$ 21,330.00	FLOOD RELATED SERVICES SAND AND FINISH THE WOOD FLOORING AFFECTED BY WATER DAMAGED, THIS IS A 35'X36' AREA IN THE PRACTICE GYM. WILL SAND FROM INSIDE OF WHITE VOLLEYBALL LINE TO WALL OF BOTH MID-COURT LINE AND INTERIOR SIDELINE.
0000019122	6/26/2024	KING FENCING INC	M&O-SSES REPAIR IRON GATE	4900	$ 2,000.00	SILVER STRAND ELEMENTARY SCHOOL SUPPLIED LABOR AND MATERIALS TO REPAIR EXISTING DOUBLE IRON GATE, EXISTING METAL HINGES WAS OLD AND RUST, GRIND OFF CLEAN METAL GATE FRAME THEN REINSTALL NEW HINGES.
0000019123	6/26/2024	HUNTINGTON HARDWARE CO INC	M&O-HARDWARE SUPPLIES	0100	$ 1,251.68	DO* 9600BB LHR 7 418 439 NS630
0000019123	6/26/2024	HUNTINGTON HARDWARE CO INC	M&O-HARDWARE SUPPLIES	0100	$ 1,251.68	DO* 9600BB RHR 7 418 439 NS630
0000019124	6/26/2024	ATI	M&O-VES FLOOD RELATED SERVICES	4000	$ 245,448.00	FLOOD RELATED SERVICES VILLAGE ELEMENTARY EMERGENCY SERVICES PERFORMED LARGE DEHUMIDIFIER - 20 UNITS X LARGE DEHUMIDIFIER - 36 UNITS- AIR MOVERS -98 UNITS
0000019126	6/26/2024	COASTAL SPEECH THERAPY INC.	SPED-COASTAL SPEECH THERAPY	0100	$ 1,295.00	APPROVED: SPEECH AND LANGUAGE EVALUATION DATES: 1/1/2024 6/30/2024

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019127	6/26/2024	COASTAL SPEECH THERAPY INC.	SPED-COASTAL SPEECH THERAPY	0100	$ 1,295.00	APPROVED: SPEECH AND LANGUAGE EVALUATION DATES: 1/1/2024 6/30/2024
0000019128	6/26/2024	COASTAL SPEECH THERAPY INC.	SPED-COASTAL SPEECH THREAPY	0100	$ 1,295.00	APPROVED: SPEECH AND LANGUAGE EVALUATION DATES: 1/1/2024 6/30/2024
0000019129	6/26/2024	COASTAL SPEECH THERAPY INC.	SPED-COASTAL SPEECH THERAPY	0100	$ 1,295.00	APPROVED: SPEECH AND LANGUAGE EVALUATION DATES: 1/1/2024 6/30/2024
0000019130	6/26/2024	LAKESHORE LEARNING MATERIALS	ECDC-FLOOD RELATED	4000	$ 3,599.07	12 CUBBIES STORAGE FLOOD DAMAGE REPLACEMENT
0000019130	6/26/2024	LAKESHORE LEARNING MATERIALS	ECDC-FLOOD RELATED	4000	$ 152.52	CALMING COLORS PILLOWS, FLOOD DAMAGE
0000019130	6/26/2024	LAKESHORE LEARNING MATERIALS	ECDC-FLOOD RELATED	4000	$ 2,249.93	LARGE LOCKING STORAGE CABINET, FLOOD DAMAGE
0000019130	6/26/2024	LAKESHORE LEARNING MATERIALS	ECDC-FLOOD RELATED	4000	$ 490.32	TODDLER DRESS UP CENTER, FLOOD DAMAGE
0000019131	6/28/2024	LORENA ABRAHAM	ECDC-PAYMENT REIMBURSEMENT	6300	$ 164.00	LORENA ABRAHAM'S REIMBURSEMENT
0000019132	6/28/2024	LAUREN BROWN	ECDC-PAYMENT REIMBURSEMENT	6300	$ 270.00	BROWN'S REIMBURSEMENT
0000019133	6/28/2024	KATHERINE LEBLANC	ECDC-PAYMENT REIMBURTSEMENT	6300	$ 329.00	LEBLANC'S REIMBURSEMENT
0000019134	6/28/2024	HILLARY ECKARDT	ECDC-PAYMENT REIMBURSEMENT	6300	$ 540.00	ECKARDT'S REIMBURSEMENT
0000019135	6/28/2024	KATHRYN BEARD	ECDC-PAYMENT REIMBURSEMENT	6300	$ 206.00	BEARD'S REIMBURSEMENT
0000019136	6/28/2024	SEAN MCNEELY	ECDC-PAYMENT REIMBURSEMENT	6300	$ 329.00	MCNEELY'S REIMBURSEMENT
0000019137	6/28/2024	MY PT	SPED-MY PT	0100	$ 1,765.00	APPROVED: PHYSICAL THERAPY SESSIONS AND IEM MEETING DATES: 4/11/2024 7/12/2024
0000019137	6/28/2024	MY PT	SPED-MY PT	0100	$ (533.75)	CURRENT LIABILITY PAID PRIOR YEAR

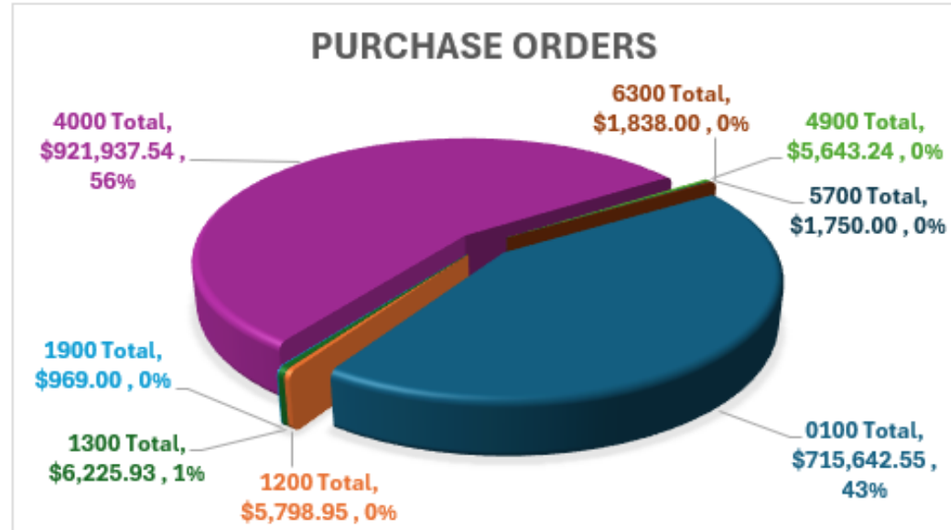
PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019138	6/28/2024	MY PT	SPED-MY PT	0100	$ 740.00	APPROVED: PHYSICAL THERAPY EVALUATION AND IEM MEETING DATES: 05/20/2024 8/30/2024
0000019139	6/28/2024	MY PT	SPED-MY PT	0100	$ 740.00	APPROVED: PHYSICAL THERAPY EVALUATION AND IEM MEETING DATES: 07/01/2024 6/30/2024
0000019140	6/28/2024	MY PT	SPED-MY PT	0100	$ 740.00	APPROVED: PHYSICAL THERAPY EVALUATION AND IEM MEETING DATES: 05/20/2024 8/30/2024
0000019140	6/28/2024	MY PT	SPED-MY PT	0100	$ (65.00)	CURRENT LIABILITY PAID PRIOR YEAR
0000019141	6/28/2024	COASTAL SPEECH THERAPY INC.	SPED-COASTAL SPEECH THERAPY	0100	$ 1,295.00	APPROVED: SPEECH AND LANGUAGE EVALUATION DATES: 1/1/2024 6/30/2024
0000019142	6/28/2024	SCHLOYER EDUCATIONAL AUDIOLOGY	SPED-SCHLOYER EDUCATIONAL	0100	$ 1,295.00	APPROVED: 200 MINUTES OF CONSULTATION TO THE TEAM DATES: 02/1/2024 6/30/2024
0000019143	6/28/2024	ROMERO EDUCATIONAL CONSULTING	SPED-ROMERO EDUCATIONAL	0100	$ 4,500.00	APPROVED: BILINGUALS PSYCHOEDUCATION ASSESSMENT DATES: 4/1/2024 6/30/2024

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019144	6/28/2024	ROMERO EDUCATIONAL CONSULTING	SPED-ROMERO EDUCATIONAL	0100	$ 4,500.00	APPROVED: BILINGUALS PSYCHOEDUCATION ASSESSMENT DATES: 4/1/2024 6/30/2024
0000019145	6/28/2024	ROMERO EDUCATIONAL CONSULTING	SPED-ROMERO EDUCATIONAL	0100	$ 4,500.00	APPROVED: BILINGUALS PSYCHOEDUCATION ASSESSMENT DATES: 4/1/2024 6/30/2024
0000019146	6/28/2024	THE TOLLS ROADS VIOLATIONS DEPT	B.S-TOLL FEE	0100	$ 65.90	SR73 CATALINA VIEW NORTH LANE TOLL ROAD FEE
0000019147	6/28/2024	ANDERSON CENTER FOR AUTISM	SPED-ANDERSON CENTER	0100	$ 44,830.99	APPROVED: NPS-TUITION, ROOM AND BOARD DATES: 05/29/2024 06/30/2024
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 24.87	BAHCO ORANGE HANDLE TOOLBOX
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 23.63	NDS PVC S&D 45 DEG
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 68.71	NDS PVC S&D 90 DEG
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 12.22	NDS PVC S&D DRAIN CAP HUB
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 16.78	NDS PVC S&D REDUCER
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 608.79	PVC SEWER AND DRAIN PIPES
0000019148	6/28/2024	SITEONE LANDSCAPE SUPPLY	M&O-FLOOD RELATED MATERIALS	4000	$ 43.24	WELD-ON 711 GRAY PVC CEMENT
0000019149	6/28/2024	GARY HALL	M&O-REIMBURSEMENT GARY	0100	$ 65.93	PD REIMBURSEMENT FOR GARY HALL
0000019150	6/28/2024	JAMF SOFTWARE, LLC	VES-ENHANCE LICENSE SUPPORT	0100	$ 126.00	JAMF SCHOOL ENHANCED SUPPORT
0000019150	6/28/2024	JAMF SOFTWARE, LLC	VES-ENHANCE LICENSE SUPPORT	0100	$ 630.00	JAMF SCHOOL LIFETIME LICENSE
0000019151	6/28/2024	JENNIFER ZAVISLAK	VES-REIMBURSEMENT JENNIFER	4000	$ 357.69	REIMBURSEMENT - FLOOD DAMAGED ITEMS - 702/ J.SAVISLAK
0000019152	6/28/2024	DEVON ROBERTS	VES-REIMBURSEMENT DEVON	4000	$ 110.98	REIMBURSEMENT - FLOOD LOSS/DAMAGE
0000019153	6/28/2024	APPLE COMPUTER INC	VES-IPAD ORDER	0100	$ 1,077.45	BRETFORD CUBE CART AC 36 FOR MACBOOK AND IPAD

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description
0000019153	6/28/2024	APPLE COMPUTER INC	VES-IPAD ORDER	0100	$ 18,573.52	PERSONALIZED 10.9 INCH IPAD WI-FI 64GB SILVER ENGRAVING: CORONADO UNIFIED SCHOOL DISTRICT 201 6TH STREET CORONADO, CA 92118 RECYCLE FEE- IPAD 4-YEAR APPLECARE STM DUX PLUS FOR IPAD RECYCLE FEE - IPAD CASES
0000019154	6/28/2024	BRIAN BENT MEMORIAL AQUATIC CENTER		0100	$ 400,000.00	SUPPORT TO FUND 19-00 FROM FUND 0100 FOR 23/24 SCHOOL YEAR
0000019155	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 3,073.00	ATTORNEY FEES FOR MARCH 2024
0000019155	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 11,443.50	ATTORNEY FEES FOR MARCH 2024
0000019155	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 7,620.90	ATTORNEY FEES FOR MARCH 2024
0000019156	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 11,406.50	ATTORNEY FEES FOR MAY 2024
0000019156	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 10,535.60	ATTORNEY FEES FOR MAY 2024
0000019157	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 11,464.40	ATTORNEY FEES FOR JUNE 2024
0000019157	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 10,535.60	ATTORNEY FEES FOR JUNE 2024
0000019158	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 17,087.75	ATTORNEY FEES FOR APRIL 2024
0000019158	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 4,970.00	ATTORNEY FEES FOR APRIL 2024
0000019159	6/28/2024	FAGEN FRIEDMAN & FULFROST LLP		0100	$ 6,702.00	ATTORNEY FEES FOR NOV 2023- ADDITIONAL AMOUNT
0000019160	6/28/2024	A&S FLOORING		4000	$ 89,500.00	VILLAGE ELEMENTARY SCHOOL FLOORING INSTALLATION
0000019161	6/28/2024	LEONIDA BUILDERS, INC		4000	$ 168,000.00	VILLAGE ELEMENTARY SCHOOL RESTORATION HARD SCAPE PROJECT
0000019162	6/28/2024	LEONIDA BUILDERS, INC		4000	$ 186,000.00	VILLAGE ELEMENTARY SCHOOL RESTROOM RESTORATION PROJECT
0000019163	6/28/2024	LEONIDA BUILDERS, INC		4000	$ 197,000.00	VILLAGE ELEMENTARY SCHOOL OFFICE AND CLASSROOM RESTORATION AND FINISH PROJECT
				Total	**$ 1,659,805.21**	

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Accour	Item Description

0100	General Fund
1100	Adult Education Fund
1200	Child Development Fund
1300	Cafeteria Fund
1400	Deferred Maintenance Fund
1700	Special Reserve Other than Cap Outlay
1900	BBMAC
2518	Capital Facilities - Developer Fees
4000	Special Reserve - Capital Projects
4900	Special Reserve - Capital Outlay
5700	Foundation Permanent Fund
6200	Charter School Enterprise Fund
6300	Other Enterprise Fund (Crown Preschool)



Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
023340	PACIFIC PURE WATER SYSTEMS, LLC	6/5/2024	CHS-OPEN PO FOR 2023/24 MONTHL	0100	$ 425.95
023340	PACIFIC PURE WATER SYSTEMS, LLC	6/5/2024	CMS-OPEN PO FOR 2023/24 MONTHL	0100	$ 140.00
023340	PACIFIC PURE WATER SYSTEMS, LLC	6/5/2024	DO-OPEN PO FOR 2023/24 MONTHLY	0100	$ 70.00
023340	PACIFIC PURE WATER SYSTEMS, LLC	6/5/2024	SSES-OPEN PO FOR 2023/24 MONTH	0100	$ 280.00
023340	PACIFIC PURE WATER SYSTEMS, LLC	6/5/2024	VES-OPEN PO FOR 2023/24 MONTHL	0100	$ 140.00
023434	US BANK	6/10/2024	PAYMENT FOR CERTIFICATE OF PAR	2518	$ 2,155.00
023709	SAN DIEGO COUNTY SCHOOL VEBA	6/17/2024	OPEN PO FOR RETIREE PREMIUM PA	0100	$ 26,938.00
14160080	MARK MARGOLIES	6/3/2024	AGREEMENT FOR MARK MARGOLIES F	0100	$ 360.00
14160081	MAINTEX INC	6/3/2024	OPEN PO FOR JANITORIAL SUPPLIE	0100	$ 4,107.00
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	AMERICAN BORN CHINESE BY GENE	0100	$ 745.55
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	ATOMIC HABITS: AN EASY & PROVE	0100	$ 29.71
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	CALIFORNIA AIR TOOLS 8010A ALU	0100	$ 274.22
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	EUHOMY COMMERCIAL ICE MAKER MA	0100	$ 1,723.99
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	JAMES: A NOVEL BY PERCIVAL EVE	0100	$ 822.38
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR ADMIN ON-LINE ORDE	0100	$ 499.32
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR AMAZON SUPPLIES 20	0100	$ 815.46
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR DISTRICT OFFICE SU	0100	$ 172.48
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR ON-LINE ORDERS FOR	0100	$ 23.91
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR ONLINE MATERIALS A	0100	$ 30.94
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR SPED AMAZON	0100	$ 215.00
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	OPEN PO FOR SUPPLIES - FY 23/2	1900	$ 197.09
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	SUPPLIES FOR IT OPEN PO	0100	$ 156.23
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	THE LUCIFER EFFECT: UNDERSTAND	0100	$ 61.36
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	TOMORROW, AND TOMORROW, AND TO	0100	$ 657.10
14160082	AMAZON CAPITAL SERVICES, INC.	6/3/2024	YOU ARE NOT SO SMART: WHY YOU	0100	$ 60.81
14160083	SCYLLA PLUMBING & DRAINS	6/3/2024	OPEN PO FOR PLUMBING SERVICES	4900	$ 9,825.00
14160084	PATRIOT PORTABLE RESTROOMS, INC.	6/3/2024	OPEN PO FOR PORTABLE BATHROOMS	0100	$ 697.63
14160085	SAN DIEGO MECHANICAL ENERGY	6/3/2024	VILLAGE ELEMENTARY SCHOOL 600	0100	$ 1,129.23
14160086	CHELSEA ZEFFIRO	6/3/2024	PROFESSIONAL SERVICES FOR CHEL	0100	$ 2,300.00
14160087	SCHOLASTIC BOOK FAIRS	6/3/2024	PAY FOR SPRING BOOK FAIR ID#55	0100	$ 1,090.17
14160088	SOUTH COAST PLUMBING	6/3/2024	OPEN PO FOR PLUMBING SERVICE F	4900	$ 180.00

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14160089	WHITNEY ANTRIM	6/3/2024	REIMBURSEMENT OF TRAVEL EXPENS	0100	$ 1,232.35
14160090	LAUREN ELIZABETH PYM	6/3/2024	PROFESSIONAL SERVICES FOR LAUR	0100	$ 650.00
14160091	MATTHEW HENSON	6/3/2024	AGREEMENT FOR MATTHEW HENSON F	0100	$ 420.00
14160092	EVENT PARTY RENTALS LLC	6/3/2024	GRADUATION CHAIRS AND SET-UP	0100	$ 4,207.00
14160093	IMPERIAL DADE	6/3/2024	OPEN PO FOR PAPER SUPPLIES FOR	1300	$ 479.27
14160094	EMILY ROSE BERMAN MILLER	6/3/2024	PROFESSIONAL SERVICES FOR EMIL	0100	$ 880.00
14160095	SEAN HICKE	6/3/2024	AGREEMENT FOR SEAN HICKE FOR T	0100	$ 907.50
14160096	ASB CLASSROOM LLC	6/3/2024	ASB CLASSROOM ANNUAL SUBSCRIPT	0100	$ 199.00
14160097	PETER KUHNS	6/3/2024	REIMBURSEMENT - CONFERENCE HOT	0100	$ 858.75
14160098	SONIA RICCA	6/3/2024	OPEN PO MILEAGE REIMBURSEMENT	0100	$ 66.59
14160099	XAVIER BUSH	6/3/2024	OPEN PO AGREEMENT FOR XAVIER B	0100	$ 275.00
14160100	RENELLE KOCZAN	6/3/2024	REIMBURSEMENT - POSITIVE SCH.C	0100	$ 45.06
14160101	VU T PHAM	6/3/2024	ISLANDER AWARDS SOUND SYSTEM A	0100	$ 750.00
14160102	HASA INC	6/3/2024	OPEN PO FOR CHLORINE	1900	$ 688.76
14160103	CITY OF CORONADO	6/3/2024	OPEN PO FOR 2023/24 SEWER	0100	$ 8,002.66
14160104	DEFRANCE PRINTING	6/3/2024	GRADUATION PROGRAMS FOR COMMEN	0100	$ 3,938.60
14160105	DUNN-EDWARDS CORPORATION	6/3/2024	OPEN PO FOR ALL SITE PAINT 23	0100	$ 1,013.43
14160106	ROBINSON CO CONTRACTORS INC	6/3/2024	CORONADO HIGH SCHOOL SURVEYED	0100	$ 920.00
14160106	ROBINSON CO CONTRACTORS INC	6/3/2024	SILVER STRAND ELEMENTARY SUR	0100	$ 1,438.60
14160107	SAN DIEGO GAS & ELECTRIC	6/3/2024	OPEN PO FOR 2023/24 SCHOOL YEA	0100	$ 5,069.24
14160108	SAN MARCOS UNIFIED SCHOOL	6/3/2024	BUS RENTAL FOR MINE WARFARE TR	0100	$ 500.00
14160108	SAN MARCOS UNIFIED SCHOOL	6/3/2024	BUS TO SD CIVIC THEATER FOR OP	0100	$ 500.00
14160108	SAN MARCOS UNIFIED SCHOOL	6/3/2024	BUS TRANSPORTATION FOR SAN DIE	0100	$ 510.00
14160108	SAN MARCOS UNIFIED SCHOOL	6/3/2024	BUS TRANSPORTATION ON APRIL 12	0100	$ 570.00
14160108	SAN MARCOS UNIFIED SCHOOL	6/3/2024	OPEN PO FOR 2023/24 FOR HOME T	0100	$ 41,666.67
14160108	SAN MARCOS UNIFIED SCHOOL	6/3/2024	SAN MARCOS UNIFIED TRASPORTATI	0100	$ 1,660.00
14160109	VALLEY INDUSTRIAL SPECIALTIES	6/3/2024	OPEN PO FOR PLUMBING SUPPLIES	0100	$ 5,086.15
14160110	WAXIE	6/3/2024	OPEN PO FOR CUSTODIAL SUPPLIES	0100	$ 8,728.58
14160111	WESTAIR GASES AND EQUIPMENT	6/3/2024	OPEN PO FOR CO2 - FY 23/24	1900	$ 448.42
14161368	SUPERINTENDENT OF SCHOOLS SDCOE	6/6/2024	OPEN PO FOR SDCOE	0100	$ 436.60
14161368	SUPERINTENDENT OF SCHOOLS SDCOE	6/6/2024	REGISTRATION FEE TO ATTEND THE	0100	$ 600.00

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14161368	SUPERINTENDENT OF SCHOOLS SDCOE	6/6/2024	WORLD LANGUAGE BANNER	0100	$ 301.70
14161369	24 HOUR ELEVATOR INC	6/6/2024	OPEN PO FOR ELEVATOR AND LIFT	0100	$ 1,462.12
14161370	WENGER CORPORATION	6/6/2024	024F950 TOURMASTER ACCESSORY M	0100	$ 2,941.91
14161370	WENGER CORPORATION	6/6/2024	024G778 TOURMASTER ACCESSORY B	0100	$ 3,174.30
14161370	WENGER CORPORATION	6/6/2024	PLEASE SEE ATTACHED QUOTE 3300	0100	$ 7,564.91
14161371	SUZY MITROVICH	6/6/2024	MILEAGE FOR THE 2023/24 SCHOOL	0100	$ 75.04
14161372	MAKERBOT INDUSTRIES LLC	6/6/2024	PLA - M)751 GREEN 750 - 211399	0100	$ 65.19
14161372	MAKERBOT INDUSTRIES LLC	6/6/2024	PLA - M)751 ORANGE 750 - 21139	0100	$ 65.20
14161372	MAKERBOT INDUSTRIES LLC	6/6/2024	PLA - M)751 YELLOW 750 - 21139	0100	$ 65.20
14161373	WEX BANK	6/6/2024	OPEN PO FOR FUEL FOR DISTRICT	0100	$ 1,303.15
14161373	WEX BANK	6/6/2024	OPEN PO FOR FUEL FOR SY 23-24	1300	$ 209.71
14161374	LD PRODUCTS INC.	6/6/2024	OPEN PO FOR TONER ORDERS	0100	$ 137.80
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	INFITONER COMPATIBLE FOR XERO	0100	$ 164.80
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	50 ASSORTED COLOR FASTENER FIL	0100	$ 26.39
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	AMAZON OPEN PO FOR MATERIALS	0100	$ 1,493.83
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	AMAZON OPEN PO FOR 2023-24 SCH	0100	$ 15.07
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	BAGSMART SMALL CAMERA CASE WIT	0100	$ 65.55
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	BEACHTEK DXA-MICRO-PRO PLUS AC	0100	$ 273.06
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	BLUE SUMMIT SUPPLIES 100 TWO P	0100	$ 36.09
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	CABLE ZIP TIES,400 PACK BLACK	0100	$ 6.43
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	CANON EOS R RF24-105MM F4-7.1	0100	$ 2,144.95
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	DJEMBE DRUM CARVED BONGO AFRIC	0100	$ 552.79
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	DRUMS DJEMBE DRUM DJEMBE JEMBE	0100	$ 279.85
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	HAPPIZZA 200 SETS 58MM(2.25 IN	0100	$ 85.70
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	HAPPIZZA BUTTON MAKER MACHINE	0100	$ 116.00
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	HARFINGTON 3PCS SILK SCREEN PR	0100	$ 40.72
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	HP 61 BLACK INK CARTRIDGE | WO	0100	$ 51.32
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	HP 61 TRI-COLOR INK | WORKS WI	0100	$ 57.85
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	MAYOUKO 3-PIECE ROUND MAGNETIC	0100	$ 21.23
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR ADMIN ON-LINE ORDE	0100	$ 20.45
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR AMAZON FOR COSA OF	0100	$ 61.92

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR AMAZON SUPPLIES 20	0100	$ 590.99
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR DISTRICT OFFICE SU	0100	$ 107.75
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR LAST MINUTE PURCHA	0100	$ 57.07
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR MATERIALS AND SUPP	1300	$ 106.08
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR ONLINE MATERIAL AN	0100	$ 30.68
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR ONLINE MATERIALS A	0100	$ 1,951.16
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	OPEN PO FOR SUPPLIES - FY 23/2	1900	$ 730.05
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	PAPER JUNKIE 48 PACK MINI BLAN	0100	$ 22.51
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	PLLIEAY 4 PIECES 4 SIZES SCREE	0100	$ 9.69
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	POLYMAKER PETG FILAMENT 1.75MM	0100	$ 81.60
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	RESURHANG 150 SHEETS WATERPROO	0100	$ 16.80
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	SAX - 206312 SULPHITE DRAWING	0100	$ 62.46
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	SPEEDBALL FABRIC SCREEN PRINTI	0100	$ 32.21
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	SPEEDBALL SCREEN PRINTING KIT	0100	$ 62.48
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	STRONG WIND SOPRANO UKULELE -	0100	$ 1,378.86
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	SUPPLIES FOR IT OPEN PO	0100	$ 538.25
14161375	AMAZON CAPITAL SERVICES, INC.	6/6/2024	TAOBARY 300 PCS WATERCOLOR PAP	0100	$ 52.45
14161377	ELISABETH JOSSET	6/6/2024	PLEASE REIMBURSE FOR STAFF LUN	0100	$ 751.16
14161378	LIGHTING INSTYLE	6/6/2024	OPEN PO FOR LIGHTING SUPPLIES	4900	$ 8,050.14
14161379	PODS ENTERPRISES, LLC	6/6/2024	OPEN PO FOR POD CONTAINERS 202	4900	$ 3,721.68
14161380	INDIVIDUAL FOOD SERVICE	6/6/2024	OPEN PO FOR PAPER SUPPLIES FOR	1300	$ 4,439.05
14161381	KRISTEN ERENO	6/6/2024	REIMBURSMENT FOR KRISTEN ERENO	0100	$ 221.74
14161382	SYSCO SAN DIEGO INC	6/6/2024	OPEN PO FOR GROCERIES (DRY, RE	1300	$ 6,711.18
14161383	ASSISTIVE TECH 4 SPED	6/6/2024	APPROVED: ASSISTIVE TECHNOLOGY	0100	$ 1,072.50
14161384	SAN DIEGO APPLIED BEHAVIOR ANALYSIS, LLC	6/6/2024	APPROVED: BEHAVIOR INTERVENTIO	0100	$ 7,419.12
14161385	AMY WYGAL	6/6/2024	PREPAID MEALS REFUND FOR ID #4	1300	$ 68.25
14161386	ADVANCE POOLS AND SPAS, INC	6/6/2024	JJE 500 WATT EQUIVALENT PURE W	1900	$ 3,005.61
14161387	GARY HALL	6/6/2024	OPEN PO FOR REIMBURSEMENT PROF	0100	$ 75.30
14161388	EVERDRIVEN TECHNOLOGIES, LLC	6/6/2024	OPEN PO FOR 2023/24 FOR SPECIA	0100	$ 27,729.99
14161389	SAN GABRIEL RANCH	6/6/2024	OPEN PO FOR FARM TO SCHOOL PRO	1300	$ 500.00
14161390	QUILL LLC	6/6/2024	QUILL OPEN PO - PAPER PURCHASI	0100	$ 910.27

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14161391	SAILEARNING, LLC	6/6/2024	APPROVED: ASSISTIVE TECHNOLOGY	0100	$ 1,875.00
14161392	ANDREA LOPEZ	6/6/2024	OPEN PO FOR MILEAGE FOR 2023-2	0100	$ 127.30
14161393	PETER KUHNS	6/6/2024	REIMBURSEMENT - POSITIVE SCH.	0100	$ 351.94
14161393	PETER KUHNS	6/6/2024	REIMBURSEMENT - MATERIALS AND	0100	$ 927.86
14161394	JAMES MCDOWELL	6/6/2024	OPEN PO MILEAGE REIMBURSEMENT	0100	$ 42.81
14161395	KATIA GONZALEZ	6/6/2024	OPEN PO MILEAGE REIMBURSEMENT	0100	$ 139.59
14161396	KRISTEN ANN FOGLE	6/6/2024	OPEN PO FOR KRISTEN FOGEL FOR	0100	$ 580.00
14161397	SIGN-OLOGY INC	6/6/2024	SIGN-OLOGY ACRILIC SIGNS GRAP	0100	$ 326.25
14161397	SIGN-OLOGY INC	6/6/2024	SIGN-OLOGY ACRYLIC SIGNS PLAY	0100	$ 269.70
14161397	SIGN-OLOGY INC	6/6/2024	SIGN-OLOGY ACRYLIC SIGNS WHEE	0100	$ 269.70
14161397	SIGN-OLOGY INC	6/6/2024	SIGN-OLOGY ACRYLIC SIGNS BAT	0100	$ 669.90
14161397	SIGN-OLOGY INC	6/6/2024	SIGN-OLOGY ACRYLIC SIGNS QUE	0100	$ 626.40
14161398	SUMMER HADDAWAY	6/6/2024	CHALK WALK CURATOR/TRAINING WO	0100	$ 5,860.00
14161399	FRESH FRUIT COMPANY INC	6/6/2024	JUMBO KUMQUATS	1300	$ 680.00
14161400	3D MOLECULAR DESIGNS, LLC	6/6/2024	FLOW OF GENETIC INFO 6 GROUP S	0100	$ 1,241.28
14161401	SAMANTHA TUMMONS	6/6/2024	REIMBURSEMENT - FLOOD REPLACEM	4000	$ 344.03
14161402	NORTH PARK TROPHY & AWARD, INC.	6/6/2024	VARSITY PLAQUE FOR WATERPOLO	0100	$ 34.48
14161403	HASA INC	6/6/2024	OPEN PO FOR CHLORINE	1900	$ 833.76
14161404	AT&T	6/6/2024	OPEN PO FOR 2023/24 SCHOOL YEA	0100	$ 56.69
14161405	BLICK ART MATERIALS	6/6/2024	GENERALS COMPRESSED CHARCOAL-	0100	$ 405.01
14161406	CALIFORNIA ASSOCIATION OF	6/6/2024	ORGANIZATION SUBSCRIPTION	0100	$ 3,500.00
14161407	CALIFORNIA-AMERICAN WATER CO	6/6/2024	OPEN PO FOR 2023/24 WATER USAG	0100	$ 4,094.24
14161407	CALIFORNIA-AMERICAN WATER CO	6/6/2024	OPEN PO FOR WATER FY 23/24	1900	$ 1,151.76
14161408	CORONADO HARDWARE	6/6/2024	OPEN PO FOR HARDWARE SUPPLIES	0100	$ 94.23
14161409	COX COMMUNICATION OF SAN DIEGO	6/6/2024	WIDE AREA NETWORK LEASE FOR FI	0100	$ 944.02
14161410	DEPARTMENT OF SOCIAL SERVICES	6/6/2024	SILVER STRAND LICENSING FEE	1200	$ 484.00
14161411	EDCO DISPOSAL CORP	6/6/2024	OPEN PO FOR 2023/24 FOR WASTE	0100	$ 6,321.77
14161412	OFFICE DEPOT	6/6/2024	#172809 - OFFICE DEPOT BRAND S	0100	$ 733.13
14161412	OFFICE DEPOT	6/6/2024	#588268 - OFFICE DEPOT BRAND C	0100	$ 411.82
14161413	FAGEN FRIEDMAN & FULFROST LLP	6/6/2024	ATTORNEY FEES FOR DECEMBER 202	0100	$ 5,434.50
14161413	FAGEN FRIEDMAN & FULFROST LLP	6/6/2024	ATTORNEY FEES FOR NOVEMBER 202	0100	$ 5,364.69

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14161414	GOLD STAR FOODS INC	6/6/2024	OPEN PO FOR GROCERIES FOR (DRY	1300	$ 32,391.00
14161415	HUNTINGTON HARDWARE CO INC	6/6/2024	DOOR MORTISE LOCK BES 45H7-CHB	0100	$ 3,033.85
14161416	JULIE SALVATIERRA	6/6/2024	OPEN MILEAGE REIMBURSEMENT PO	0100	$ 85.76
14161417	LINCOLN AQUATICS	6/6/2024	OPEN PO FOR POOL SUPPLIES - FY	1900	$ 2,831.06
14161419	SAN MARCOS UNIFIED SCHOOL	6/6/2024	OPEN PO FOR 2023/24 FIELD TRIP	0100	$ 500.00
14161419	SAN MARCOS UNIFIED SCHOOL	6/6/2024	SAN MARCOS BUSSES DEPARTURE	0100	$ 4,500.00
14161420	SHARON JIMENEZ	6/6/2024	MILEAGE FOR THE 2023/24 SCHOOL	0100	$ 210.65
14161421	THE STOPPER GROUP	6/6/2024	GRADUATION SOUND SYSTEM 2024	0100	$ 3,718.50
14161422	TAMI BROMLEY	6/6/2024	REIMBURSEMENT - CSF PROJECT-	0100	$ 21.81
14161423	VERIZON WIRELESS	6/6/2024	CELLULAR SERVICE FOR CUSD FOR	0100	$ 1,787.66
14161424	WAXIE	6/6/2024	OPEN PO FOR CUSTODIAL SUPPLIES	0100	$ 2,392.65
14161425	WESTAIR GASES AND EQUIPMENT	6/6/2024	OPEN PO FOR CO2 - FY 23/24	1900	$ 347.10
14161425	WESTAIR GASES AND EQUIPMENT	6/6/2024	OPEN PO FOR CO2 TANK RENTAL -	1900	$ 281.59
14163055	TIME & ALARM SYSTEMS	6/10/2024	OPEN PO FOR TIME AND ALARM SYS	0100	$ 2,588.98
14163055	TIME & ALARM SYSTEMS	6/10/2024	OPEN PO FOR TIME AND ALARM SYS	4900	$ -
14163056	WENGER CORPORATION	6/10/2024	STUDENT CHAIR BLACK FRAME/BLAC	0100	$ 5,364.99
14163057	MAINTEX INC	6/10/2024	OPEN PO FOR JANITORIAL SUPPLIE	0100	$ 977.94
14163058	LD PRODUCTS INC.	6/10/2024	XEROX TONER - 5TH GRADE / KERR	0100	$ 228.19
14163059	ROBERTA LENERT	6/10/2024	PROFESSIONAL SERVICE- PER CONT	0100	$ 10,944.00
14163060	ABA & VERBAL BEHAVIOR GROUP, INC.	6/10/2024	APPROVED: NPA-SERVICES DATES:	0100	$ 16,130.00
14163061	HOME DEPOT CREDIT SERVICES	6/10/2024	FLOOD RELATED MATERIALS AND SU	4000	$ 6,584.79
14163061	HOME DEPOT CREDIT SERVICES	6/10/2024	OPEN PO FOR HOME DEPOT SUPPLIE	0100	$ 7,442.10
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	ARE YOU MY MOTHER - BOOK	4000	$ 5.79
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	COMMAND SPRING CLIPS	4000	$ 16.20
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	GIVEBEST PORTABLE ELECTIC SPAC	4000	$ 32.79
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	IN A PEOPLE HOUSE - BOOK	4000	$ 8.86
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	LIVEBOX LARGE PLAYROOM RUG 5'X	4000	$ 72.24
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	MONTHS OF THE YEAR POSTER	4000	$ 4.19
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	NON-SLIP BATHTUB STICKERS	4000	$ 15.31

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	ONE FISH TWO FISH - BOOK	4000	$ 6.54
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	OPEN PO FOR AMAZON SUPPLIES 20	0100	$ 59.92
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	OPEN PO FOR DISTRICT OFFICE SU	0100	$ 8.42
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	SINGLE SIDED CLASSROOM BOOKSHE	4000	$ 164.19
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	THE BRIEF WONDROUS LIFE OF OSC	0100	$ 629.96
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	THERE THERE: A NOVEL BY TOMMY	0100	$ 558.61
14163062	AMAZON CAPITAL SERVICES, INC.	6/10/2024	WATER COLOR MAGNETIC BOARDER	4000	$ 14.22
14163063	LINGUALINX, INC.	6/10/2024	LINGUALINX OPEN PO	0100	$ 120.00
14163064	CANAM ERGONOMICS, INC.	6/10/2024	FLOOD RELATED SERVICES VILLAG	4000	$ 10,624.15
14163065	PODS ENTERPRISES, LLC	6/10/2024	OPEN PO FOR POD CONTAINERS 202	4900	$ 4,573.72
14163066	COAST TROPICAL AND/OR OLYMPIC FRUIT AND	6/10/2024	OPEN PO FOR FRESH PRODUCE FOR	1300	$ 25,511.04
14163067	GLOWFORGE, INC.	6/10/2024	GLOWFORGE PRO	0100	$ 5,382.12
14163068	AMANDA TARANTINO	6/10/2024	OPEN PO FOR MILEAGE FOR SY 23-	1300	$ 246.23
14163069	ADVANCE POOLS AND SPAS, INC	6/10/2024	OPEN PO FOR MONTHLY POOL SERVI	1900	$ 2,000.00
14163070	LOWE'S COMPANIES, INC.	6/10/2024	FLOOD RELATED MATERIALS AND SU	4000	$ 838.73
14163071	ACCO ENGINEERED SYSTEMS, INC	6/10/2024	OPEN PO FOR SERVICES 23/24 SY	0100	$ 8,166.36
14163072	XTL US INC	6/10/2024	D1 PRO 20W ALL IN ONE KIT (RE	0100	$ 3,377.98
14163073	AT&T	6/10/2024	OPEN PO FOR 2023/24 SCHOOL YEA	0100	$ 134.55
14163074	CALIFORNIA-AMERICAN WATER CO	6/10/2024	OPEN PO FOR 2023/24 WATER USAG	0100	$ 410.67
14163075	THE GLASS COMPANY INC DBA	6/10/2024	OPEN PO FOR GLASS REPLACEMENT	4900	$ 470.00
14163076	CDW GOVERNMENT INC	6/10/2024	ACER CHROMEBOOK 314 C936 14" C	4900	$ 86,272.50
14163076	CDW GOVERNMENT INC	6/10/2024	DESK PRINTER	1200	$ 297.16
14163077	DISCOUNT SCHOOL SUPPLY	6/10/2024	C19WSH4- WASH YOUR HANDS RUG	4000	$ 290.48
14163077	DISCOUNT SCHOOL SUPPLY	6/10/2024	CK48750 - KIDSOFT TRANQ MNTN G	4000	$ 297.36
14163077	DISCOUNT SCHOOL SUPPLY	6/10/2024	TTG33750- TRANQUIL TREE GR 6'	4000	$ 315.47
14163077	DISCOUNT SCHOOL SUPPLY	6/10/2024	TTT29750- TRANQUIL TREE TAN 6'	4000	$ 298.65
14163078	DUNN-EDWARDS CORPORATION	6/10/2024	OPEN PO FOR ALL SITE PAINT 23	0100	$ 327.70
14163079	HOLLANDIA DAIRY	6/10/2024	OPEN PO FOR DAIRY/JUICE PRODUC	1300	$ 10,038.45
14163080	HOME DEPOT	6/10/2024	OPEN PO FOR HARDWARE AND SUPPL	1900	$ 32.30
14163081	LAKESHORE LEARNING MATERIALS	6/10/2024	READY FOR PRESCHOOL BACKPACK	1200	$ 194.43
14163081	LAKESHORE LEARNING MATERIALS	6/10/2024	TRANSITION TO SCHOOL BACKPACKS	1200	$ 2,858.99

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14163082	NCS PEARSON INC	6/10/2024	OPEN PO PEARSON QINTERACTIVE D	0100	$ 30.58
14164592	SUPERINTENDENT OF SCHOOLS SDCOE	6/13/2024	BOX OF BUSINESS CARDS RIKKI B	0100	$ 42.99
14164593	KAYT JOYCE DESIGN	6/13/2024	GRADUATION PROGRAM DESIGN	0100	$ 393.75
14164594	CSM CONSULTING INC	6/13/2024	ERATE COMPLIANCE SERVICES NOT	0100	$ 2,684.76
14164595	THE MUSIC THERAPY CENTER	6/13/2024	APPROVED: MUSIC THERAPY AND IE	0100	$ 1,920.00
14164595	THE MUSIC THERAPY CENTER	6/13/2024	APPROVED: MUSIC THERAPY AND I	0100	$ 960.00
14164596	CHARITY CAMPBELL	6/13/2024	OPEN PO FOR MILEAGE FOR SY 23-	1300	$ 221.10
14164597	SITEONE LANDSCAPE SUPPLY	6/13/2024	OPEN PO FOR LANDSCAPE SUPPLI	0100	$ 316.09
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	96 W USB CHARGER FOR MAC PRO 1	4000	$ 42.98
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	ALAZA WHITE BLACK POLKA DOT AR	4000	$ 45.45
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	AMAZON BASICS COPY PRINTER PAP	4000	$ 8.99
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	AMAZON OPEN PO FOR 2023-24 SCH	0100	$ 1,161.99
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	BRUSH FURNATURE UNIVERSAL SMAL	4000	$ 141.91
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	CANON EOS R100 MIRRORLESS DGIT	0100	$ 5,387.00
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	FLAGSHIP CARPETS HANDWRITING A	4000	$ 249.68
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	FLAGSHIP CARPETS SCHOOLGIRL ST	4000	$ 370.86
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	GRAY BETTER THAN PAPER BULLETI	4000	$ 31.75
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	HUDDLE SUPPLY CO XXXL WASHABLE	4000	$ 40.55
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	HUMBLE CREW NATURAL WOOD SHELF	4000	$ 68.98
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	IRIS USA WOOZOO FAN, 2019 MODE	4000	$ 121.60
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	OPEN PO FOR ADMIN ON-LINE ORDE	0100	$ 94.85
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	OPEN PO FOR AMAZON 2023-2024	1200	$ 238.18
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	OPEN PO FOR LAST MINUTE PURCHA	0100	$ 25.97
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	OPEN PO FOR TEACHER SUPPLIES	0100	$ 1,540.29
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	POST-IT SUPER STICKY EASEL PAD	4000	$ 77.53
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	SAFAVIEH MONACO COLLECTION ARE	4000	$ 80.87
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	SCOTCH THERMAL LAMINATOR AND P	4000	$ 54.44
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	TINY LAND KIDS TEEPEE TENT	4000	$ 51.46
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	TUSH CUSH SEAT CUSHION SMALL H	4000	$ 63.74
14164598	AMAZON CAPITAL SERVICES, INC.	6/13/2024	WISETA 802XL INK CARTRIDGES	4000	$ 45.15
14164599	CANAM ERGONOMICS, INC.	6/13/2024	FLOOD RELATED SERVICES VILLA	4000	$ 33,982.65

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14164600	VIVIANA ALCAZAR-HAYNES	6/13/2024	PROFESSIONAL SERVICES FOR VIVI	0100	$ 355.00
14164601	CORODATA	6/13/2024	OPEN PO FOR 2023/24 RECORD DES	0100	$ 161.95
14164602	BAYES ACHIEVEMENT CENTER, INC.	6/13/2024	APPROVED: TUITION AND SERVICES	0100	$ 21,986.63
14164603	CINTAS CORPORATION NO 2	6/13/2024	OPEN PO FOR SUPPLIES 23/24 SY	0100	$ 151.85
14164604	SCYLLA PLUMBING & DRAINS	6/13/2024	OPEN PO FOR PLUMBING SERVICES	4900	$ 1,650.00
14164605	KARINA LOUISE JOHNSON	6/13/2024	PROFESSIONAL SERVICES FOR KARI	0100	$ 850.00
14164606	ALLISON WHITNEY EDWARDS	6/13/2024	PROFESSIONAL SERVICES FOR WHIT	0100	$ 562.50
14164607	CHELSEA ZEFFIRO	6/13/2024	PROFESSIONAL SERVICES FOR CHEL	0100	$ 912.50
14164608	ALTERNATIVE BEHAVIOR STRATEGIES, LLC	6/13/2024	APPROVED: BEHAVIOR INTERVENTIO	0100	$ 11,681.17
14164609	PJ BROADWAY INC	6/13/2024	OPEN PO FOR FRESH PIZZA PRODUC	1300	$ 10,271.70
14164610	NEW BRIDGE SCHOOL	6/13/2024	APPROVED: NPS-TUITION AND SERV	0100	$ 19,469.16
14164611	GARY HALL	6/13/2024	OPEN PO FOR REIMBURSEMENT PROF	0100	$ 53.12
14164612	ASI COBRA, LLC	6/13/2024	OPEN PO FOR COBRA APRIL 1, 202	0100	$ 50.00
14164613	MATTERHACKERS, INC	6/13/2024	BAMBU LAB X1 SERIES EXTENDED 2	0100	$ 430.00
14164613	MATTERHACKERS, INC	6/13/2024	BAMBU LAB X1- CARBON COMBO EDU	0100	$ 2,117.29
14164613	MATTERHACKERS, INC	6/13/2024	BAMBU LAB X1-CARBON COMBO EDU	0100	$ 1,722.92
14164613	MATTERHACKERS, INC	6/13/2024	PRINTLAB CLASSROOM 3D PRINTING	0100	$ 322.17
14164613	MATTERHACKERS, INC	6/13/2024	RASPBERRY GOLD MATTERHACKERS Q	0100	$ -
14164614	HASA INC	6/13/2024	OPEN PO FOR CHLORINE	1900	$ 725.01
14164615	TOSHIBA BUSINESS SOLUTIONS	6/13/2024	OPEN PO FOR CMS TOSHIBA COPIER	0100	$ 148.98
14164615	TOSHIBA BUSINESS SOLUTIONS	6/13/2024	OPEN PO FOR COPIER MAINTENANCE	0100	$ 276.04
14164616	WESTAIR GASES AND EQUIPMENT	6/13/2024	OPEN PO FOR CO2 - FY 23/24	1900	$ 321.96
14166892	LISA STAHLEY	6/17/2024	OPEN PO FOR MILEAGE FOR SY 23-	1300	$ 296.48
14166893	TIME & ALARM SYSTEMS	6/17/2024	OPEN PO FOR TIME AND ALARM SYS	0100	$ 2,137.21
14166893	TIME & ALARM SYSTEMS	6/17/2024	OPEN PO FOR TIME AND ALARM SYS	4900	$ -
14166894	AMAZON CAPITAL SERVICES, INC.	6/17/2024	OPEN PO FOR ADMIN ON-LINE ORDE	0100	$ 55.15
14166894	AMAZON CAPITAL SERVICES, INC.	6/17/2024	OPEN PO FOR MATERIALS AND SUPP	1300	$ 411.21
14166894	AMAZON CAPITAL SERVICES, INC.	6/17/2024	OPEN PO FOR SUPPLIES - FY 23/2	1900	$ 161.51

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14166894	AMAZON CAPITAL SERVICES, INC.	6/17/2024	OPEN PO FOR TEACHER SUPPLIES	0100	$ 2,721.46
14166895	INTEGRATED PEST CONTROL MANAGEMENT, INC.	6/17/2024	OPEN PO FOR MONTHLY PEST CONTR	0100	$ 1,540.00
14166896	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	6/17/2024	SCOPE OF WORK BACKFLOW REPAIRS	0100	$ 625.00
14166897	ASAP SECURITY GUARDS	6/17/2024	SECURITY FOR GRADUATION CEREMO	0100	$ 2,880.00
14166898	HASA INC	6/17/2024	OPEN PO FOR ACID AND DRY CHEMI	1900	$ 2,161.97
14166899	AT&T	6/17/2024	OPEN PO FOR 2023/24 SCHOOL YEA	0100	$ 24,175.85
14166900	BANK OF AMERICA	6/17/2024	SCHOOL YEAR 2023/24 OPEN PO FO	0100	$ 684.43
14166901	SAN DIEGO GAS & ELECTRIC	6/17/2024	OPEN PO FOR 2023/24 SCHOOL YE	0100	$ 666.74
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	BUS RENTAL FOR PETCO PARK -CTE	0100	$ 500.00
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	BUS TRANSPORTATION FOR 5/29/	0100	$ 940.00
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	BUS TRANSPORTATION TO THE SAN	0100	$ 500.00
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	BUSES TO SEAWORLD FOR 8TH GRAD	0100	$ 2,120.00
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	CONFIRMATION 0000969 BUS TO JA	0100	$ 620.00
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	SAN MARCOS USD 5/31/24 X 1 B	0100	$ 550.00
14166902	SAN MARCOS UNIFIED SCHOOL	6/17/2024	SAN MARCOS USD BUSSES 5/30/24	0100	$ 1,100.00
14166903	WAXIE	6/17/2024	OPEN PO FOR CUSTODIAL SUPPLIES	0100	$ 182.10
14169178	JENNIFER MOORE	6/20/2024	REIMBURSEMENT FOR ANCHORED 4 L	0100	$ 70.30
14169178	JENNIFER MOORE	6/20/2024	REIMBURSEMENT FOR FOOD FOR STA	0100	$ 578.62
14169179	KAPLAN EARLY LEARNING CO	6/20/2024	A-Z RECTANGLE CARPET FLOOD DAM	4000	$ 439.92
14169179	KAPLAN EARLY LEARNING CO	6/20/2024	PREMIOU ALL-IN-ONE KITCHEN, FL	4000	$ 1,551.55
14169180	JODI JUDD	6/20/2024	REIMBURSEMENT FOR PIZZAS FOR E	0100	$ 167.80
14169181	TRACI ORTH	6/20/2024	OPEN PO FOR ANNUAL MILEAGE REI	0100	$ 50.25
14169182	CESAR M VILLELA	6/20/2024	PROFESSIONAL SERVICES FOR MIKE	0100	$ 1,842.50
14169183	LD PRODUCTS INC.	6/20/2024	XEROX TONER - 006R04386	0100	$ 85.33
14169183	LD PRODUCTS INC.	6/20/2024	XEROX TONER - 006R06384	0100	$ 85.33
14169183	LD PRODUCTS INC.	6/20/2024	XEROX TONER - OEM 006R04383	0100	$ 74.67
14169183	LD PRODUCTS INC.	6/20/2024	XEROX TONER 006R04385	0100	$ 85.34
14169184	LISA KINZEL	6/20/2024	REIMBURSEMENT FOR FOOD FOR STA	0100	$ 431.48
14169185	THE MATH LEARNING CENTER	6/20/2024	3B1-TR, B2 TO B3 TRANSITON KIT	0100	$ 484.88
14169185	THE MATH LEARNING CENTER	6/20/2024	3B2-TR, B2 TO B3 TRANSITION KI	0100	$ 484.88

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14169185	THE MATH LEARNING CENTER	6/20/2024	3B3-TR, B2 TO B3 TRANSITION KI	0100	$ 969.74
14169185	THE MATH LEARNING CENTER	6/20/2024	3B3-TR, B2 TO B4 TRANSITION KI	0100	$ 969.75
14169185	THE MATH LEARNING CENTER	6/20/2024	3B5-TR, B2 TO B3 TRANSITION KI	0100	$ 969.75
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	AMERIWOOD HOME PARSONS END TAB	4000	$ 26.71
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	ECR4KIDS 5-COMPARTMENT MOBILE	4000	$ 215.49
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	HR DEPARTMENT - AMAZON	0100	$ 58.99
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	NULOOM DORIE POLKA DOT AREA RU	4000	$ 374.79
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	OPEN PO FOR DISTRICT OFFICE SU	0100	$ 95.06
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	OPEN PO FOR ONLINE MATERIAL AN	0100	$ 249.59
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	OPEN PO FOR SUPPLIES - FY 23/2	1900	$ 16.14
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	OPEN PO FOR TEACHER SUPPLIES	0100	$ 3,786.52
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	PEUKC 2 DRAWER FILE CABINET WI	4000	$ 105.57
14169186	AMAZON CAPITAL SERVICES, INC.	6/20/2024	VDOIOE FLOWER PILLOW FLOWER SH	4000	$ 16.15
14169187	GARY HALL	6/20/2024	OPEN PO FOR REIMBURSEMENT PROF	0100	$ 38.83
14169188	KING FENCING INC	6/20/2024	SUPPLY LABOR AND MATERIALS TO	0100	$ 1,800.00
14169189	MATTHEW HENSON	6/20/2024	AGREEMENT FOR MATTHEW HENSON F	0100	$ 225.00
14169190	SEAN HICKE	6/20/2024	AGREEMENT FOR SEAN HICKE FOR T	0100	$ 240.00
14169191	SOUTHWESTERN COLLEGE MARIACHI	6/20/2024	MARIACHI PERFORMANCE AT CORONA	0100	$ 450.00
14169192	TOM FREDERICK	6/20/2024	PREPAID MEALS REFUND FOR ID #4	1300	$ 13.50
14169193	JASMINE LO	6/20/2024	PREPAID MEALS REFUND FOR ID #4	1300	$ 42.00
14169194	B&H PHOTO-VIDEO	6/20/2024	KOPUL PREMIUM PERFORMANCE 3000	0100	$ 76.56
14169194	B&H PHOTO-VIDEO	6/20/2024	MAGNUS VT4000 TRIPOD SYSTEM WI	0100	$ 804.09
14169194	B&H PHOTO-VIDEO	6/20/2024	SENNHEISER MKE 600 SHOTGUN MIC	0100	$ 607.34
14169194	B&H PHOTO-VIDEO	6/20/2024	SHURE SM58-LC CARDIOID DYNAMIC	0100	$ 187.05
14169194	B&H PHOTO-VIDEO	6/20/2024	SHURE WL185 CARDIOID LAVALIER	0100	$ 526.09
14169195	DEMCO INC	6/20/2024	DEMCO - LIBRARY BOOK REPAIR SU	0100	$ 798.81
14169196	JOSTENS	6/20/2024	CERTIFICATE OF ATTENDANCE	0100	$ 11.08
14169196	JOSTENS	6/20/2024	DIPLOMAS FOR 23-24 GRADUATION	0100	$ 1,211.15
14169197	KARIN MELLINA	6/20/2024	REIMBURSEMENT DUE KARIN MELLIN	0100	$ 89.38
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	CS375- YOUNG SCIENTIST MICROSC	1200	$ 61.41
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	EE300- PEEK-A-BOO OCTOPUS	1200	$ 40.93

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	EE615- SAVE THE DAY CHARACTER	1200	$ 51.17
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	EE985X- CLASSROOM CALMING KIT	1200	$ 61.41
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	FA708 - MY FIRST TELESCOPE	1200	$ 30.70
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	FF340- MOBILE STEAM STATION,	4000	$ 715.51
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	FG639- YARN LACES WITH TIPS	1200	$ 15.34
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	GT324- USA MAP PUZZLE	1200	$ 22.51
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	LL919- PEEL AND STICK SHIMMER	1200	$ 20.46
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	PP117- MAGNTIC PICTURE PCK TS-	1200	$ 30.70
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	PP319- ARTS- CRAFTS SUPPLY CEN	1200	$ 71.64
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	PP834- TRACE AND DRAW PROJECTO	1200	$ 30.70
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	RA391-EASY STICK GLITTR SHAPES	1200	$ 10.23
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	SD742- EXTRA 1IN BRIGHT CRAFT	1200	$ 33.77
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	STD1210- CONFETTI HAPPY BIRTHD	1200	$ 15.34
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	STE46914- SEASONAL MINISTKR VT	1200	$ 10.23
14169198	LAKESHORE LEARNING MATERIALS	6/20/2024	TG182-N MAGIC CRAFT PUFFS- 150	1200	$ 40.93
14169199	LINDA KULLMAN	6/20/2024	REIMBURSE MILEAGE TRAVEL BETWE	0100	$ 104.79
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	99 RANCH	1300	$ 86.11
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	AMAZON	0100	$ 50.38
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	AMAZON	1300	$ 99.51
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	CURRICULUM CREDIT CARD PURCHAS	0100	$ 1,660.01
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	HOMEGOODS	0100	$ 25.81
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	NATIONAL RESTAURANT ASSOCIATIO	1300	$ 37.99
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	NORTHGATE MARKET	1300	$ 78.74
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	S.S Mar 2024 PCard Niamh	0100	$ 135.81
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	SMART & FINAL	0100	$ 86.10
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	SPROUTS	0100	$ 182.39
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	SPROUTS	1300	$ 39.97
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	VILLAGE HARDWARE	1300	$ 20.21
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	VONS	0100	$ 24.95
14169200	MISSION FEDERAL CREDIT UNION	6/20/2024	VONS	1300	$ 277.67
14169201	NATIONAL CITY TROPHY	6/20/2024	NATIONAL CITY TROPHY NAME PLAT	0100	$ 40.88

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14169202	SAN MARCOS UNIFIED SCHOOL	6/20/2024	CONFIRMATION #0000750 12/5/23	0100	$ 500.00
14169202	SAN MARCOS UNIFIED SCHOOL	6/20/2024	CONFIRMATION #0000750 12/8/23	0100	$ 500.00
14169202	SAN MARCOS UNIFIED SCHOOL	6/20/2024	CONFIRMATION 0001257	0100	$ 500.00
14169203	TOBII DYNAVOX LLC	6/20/2024	GAZE INTERACTION TOUCH DEVICE	0100	$ 18,344.89
14169204	TOSHIBA BUSINESS SOLUTIONS	6/20/2024	OPEN PO FOR 2023/24 MAINTENAN	0100	$ 2,011.19
14169204	TOSHIBA BUSINESS SOLUTIONS	6/20/2024	OPEN PO FOR CMS TOSHIBA COPIER	0100	$ 135.95
14170706	SPECIALIZED EDUCATION OF CALIFORNIA, INC	6/24/2024	APPROVED: NPS-TUITION AND SERV	0100	$ 8,924.00
14170707	THE MATH LEARNING CENTER	6/24/2024	3B0-TR, B2 TO B3 TRANSITION KI	0100	$ 2,604.36
14170707	THE MATH LEARNING CENTER	6/24/2024	3B0-TR, B3 TO B3 TRANSITION KI	0100	$ 1,041.75
14170707	THE MATH LEARNING CENTER	6/24/2024	3B1-TR, B2 TO B3 TRANSITION KI	0100	$ 2,083.50
14170707	THE MATH LEARNING CENTER	6/24/2024	3B1-TR, B3 TO B3 TRANSITION KI	0100	$ 1,041.75
14170707	THE MATH LEARNING CENTER	6/24/2024	3B2-TR, B2 TO B3 TRANSITION KI	0100	$ 2,083.50
14170707	THE MATH LEARNING CENTER	6/24/2024	3B2-TR, B3 TO B3 TRANSITION KI	0100	$ 1,041.75
14170707	THE MATH LEARNING CENTER	6/24/2024	3B3-TR, B2 TO B3 TRANSITION KI	0100	$ 1,562.63
14170707	THE MATH LEARNING CENTER	6/24/2024	3B4-TR, B2 TO B3 TRANSITION KI	0100	$ 2,604.38
14170707	THE MATH LEARNING CENTER	6/24/2024	3B4-TR, B3 TO B3 TRANSITION KI	0100	$ 1,041.75
14170707	THE MATH LEARNING CENTER	6/24/2024	3B5-TR, B2 TO B3 TRANSITION KI	0100	$ 1,562.63
14170707	THE MATH LEARNING CENTER	6/24/2024	3B5-TR, B3 TO B3 TRANSITION KI	0100	$ 1,041.75
14170707	THE MATH LEARNING CENTER	6/24/2024	3BDT, 3BDT	0100	$ -
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	AMAZON BASIC 3-TIER METAL ROLL	0100	$ 321.70
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	AMAZON BASICS MEDIUM MOVING BO	0100	$ 179.05
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	BALLON KIT (6)	0100	$ -
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	BROTHER P-TOUCH PT- D610BT BUS	0100	$ 86.57
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	CAR PROPELLARS	0100	$ -
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	HP 206X BLACK HIGH-YIELD TONER	0100	$ 118.41
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	HP 206X CYAN HIGH-YIELD TONER	0100	$ 107.04
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	HP 206X MAGENTA HIGH-YIELD TON	0100	$ 101.44
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	HP 206X YELLOW HIGH-YIELD TONE	0100	$ 99.33
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	OPEN PO FOR ADMIN ON-LINE ORDE	0100	$ 56.37
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	OPEN PO FOR AMAZON SUPPLIES 20	0100	$ 1,289.04

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	OPEN PO FOR TEACHER SUPPLIES	0100	$ 3,961.09
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	REALLY GOOD STUFF 6PK PLASTIC	0100	$ 94.20
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	REALLY GOOD STUFF OAK 6-SLOT M	0100	$ 437.80
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	REALLY GOOD STUFF PLASTIC STOR	0100	$ 114.30
14170708	AMAZON CAPITAL SERVICES, INC.	6/24/2024	SOLAR KIT (6)	0100	$ -
14170709	LOGAN RIVER ACADEMY	6/24/2024	APPROVED: NPS-TUITION AND SERV	0100	$ 16,463.95
14170710	PODS ENTERPRISES, LLC	6/24/2024	OPEN PO FOR POD CONTAINERS 202	4900	$ 213.65
14170711	COAST TROPICAL AND/OR OLYMPIC FRUIT AND	6/24/2024	OPEN PO FOR FRESH PRODUCE FOR	1300	$ 218.60
14170712	GLOWFORGE, INC.	6/24/2024	GLOWFORGE AIR FILTER	0100	$ 1,395.37
14170713	INDIVIDUAL FOOD SERVICE	6/24/2024	OPEN PO FOR PAPER SUPPLIES FOR	1300	$ 255.47
14170714	ADVANCE POOLS AND SPAS, INC	6/24/2024	OPEN PO FOR ADDITIONAL REPAIRS	1900	$ 1,209.94
14170715	QUILL LLC	6/24/2024	OPEN PO FOR COPY PAPER FOR THE	0100	$ 430.89
14170715	QUILL LLC	6/24/2024	QUILL OPEN PO - PAPER PURCHASI	0100	$ 801.47
14170715	QUILL LLC	6/24/2024	QUILL+ QUILL BRAND® 8.5" X 11"	0100	$ 231.61
14170716	VILLAGE PIZZERIA	6/24/2024	OPEN PO FOR PIZZA ORDERS FOR I	0100	$ 55.25
14170717	MICHAEL CONNOR	6/24/2024	OPEN PO MCONNOR FOR CLASSROOM	0100	$ 90.11
14170718	KRISTEN ANN FOGLE	6/24/2024	OPEN PO FOR KRISTEN FOGEL FOR	0100	$ 315.00
14170719	FOLLETT CONTENT SOLUTIONS, LLC	6/24/2024	FOLETTE - LIBRARY BOOK ORDER/	0100	$ 560.67
14170720	CARREN JEAN STIKA	6/24/2024	APPROVED: COUNSELING SESSIONS,	0100	$ 1,060.00
14170721	RETHINK AUTISM, INC	6/24/2024	RETHINK OPEN PO FOR 2023/2024	0100	$ 1,400.00
14170722	AWARDS BY NAVAJO	6/24/2024	OPEN PO FOR AWARDS BY NAVAJO	0100	$ 832.32
14170722	AWARDS BY NAVAJO	6/24/2024	OPEN PO FOR PLAQUES AND AWARDS	0100	$ 1,100.49
14170723	CALIFORNIA-AMERICAN WATER CO	6/24/2024	OPEN PO FOR 2023/24 WATER USAG	0100	$ 16,712.17
14170724	RADY CHILDRENS HOSPITAL	6/24/2024	RADY CHILDREN SERVICES FOR CU	0100	$ 2,776.85
14170725	COUNTYWIDE MECHANICAL	6/24/2024	OPEN PO FOR SERVICE/REPAIRS FO	1300	$ 1,018.10
14170726	JULIE SALVATIERRA	6/24/2024	OPEN MILEAGE REIMBURSEMENT PO	0100	$ 80.40
14170727	PROJECT LEAD THE WAY INC	6/24/2024	CARDSTOCK PACK OF 250 ITEM # 4	0100	$ 58.99
14170727	PROJECT LEAD THE WAY INC	6/24/2024	CAROLINA SHEEP PLUCK 1 PER BAG	0100	$ 214.82

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14170727	PROJECT LEAD THE WAY INC	6/24/2024	CONSTRUCTING A MODEL OF THE HU	0100	$ 87.68
14170727	PROJECT LEAD THE WAY INC	6/24/2024	CONSTRUCTION AND CLONING OF A	0100	$ 449.34
14170727	PROJECT LEAD THE WAY INC	6/24/2024	CONSTRUCTION PAPER 50 PACK #44	0100	$ 15.35
14170727	PROJECT LEAD THE WAY INC	6/24/2024	COTTON STRING 400FT # 470092-8	0100	$ 10.97
14170727	PROJECT LEAD THE WAY INC	6/24/2024	COW EYES PERSERVED 10 PACK # 4	0100	$ 105.22
14170727	PROJECT LEAD THE WAY INC	6/24/2024	DISPOSABLE TRANFER PIPES 500 P	0100	$ 24.12
14170727	PROJECT LEAD THE WAY INC	6/24/2024	EDVOTEK EATER QUALITY TESTING	0100	$ 235.64
14170727	PROJECT LEAD THE WAY INC	6/24/2024	EDVOTEK WATER QUALITY TESTING	0100	$ 130.42
14170727	PROJECT LEAD THE WAY INC	6/24/2024	FORMALIN FETAL PIG 14 INCH PLA	0100	$ 56.44
14170727	PROJECT LEAD THE WAY INC	6/24/2024	GOIN UN-VIRAL VIRUS QUANTIFICA	0100	$ 213.72
14170727	PROJECT LEAD THE WAY INC	6/24/2024	INOCULATING LOOPS, STERILE, 20	0100	$ 18.64
14170727	PROJECT LEAD THE WAY INC	6/24/2024	KINESIOLOGY TAPE 16FT ROLL # 4	0100	$ 20.27
14170727	PROJECT LEAD THE WAY INC	6/24/2024	MASKING TAPE 9 PACK ITEM # 470	0100	$ 64.65
14170727	PROJECT LEAD THE WAY INC	6/24/2024	MEDIUM BALLOONS 100 PACK # 44P	0100	$ 7.67
14170727	PROJECT LEAD THE WAY INC	6/24/2024	MODELING KIDNEY FUNCTION WITH	0100	$ 78.91
14170727	PROJECT LEAD THE WAY INC	6/24/2024	PIG KIDNEY TRIPLE INJECTED PRE	0100	$ 317.85
14170727	PROJECT LEAD THE WAY INC	6/24/2024	PLTW CUSTON SIMULATING URINALY	0100	$ 300.31
14170727	PROJECT LEAD THE WAY INC	6/24/2024	PLTW DIAGNOSIS WITH DNA KIT BY	0100	$ 212.63
14170727	PROJECT LEAD THE WAY INC	6/24/2024	PLTW HIGH SCHOOL BASIC LAB JOU	0100	$ 264.14
14170727	PROJECT LEAD THE WAY INC	6/24/2024	PLTW HIGH SCHOOL ENGINEERING N	0100	$ 259.68
14170727	PROJECT LEAD THE WAY INC	6/24/2024	POE CONSUMABLE/REFILL KIT ITEM	0100	$ 1,605.48
14170727	PROJECT LEAD THE WAY INC	6/24/2024	POSTER BOARD WHITE 25 PACK # 4	0100	$ 76.18
14170727	PROJECT LEAD THE WAY INC	6/24/2024	POWDER FREE DISPOSABLE NITRILE	0100	$ 118.37
14170727	PROJECT LEAD THE WAY INC	6/24/2024	POWDER-FREE DISPOABLE NITRILE	0100	$ 19.73
14170727	PROJECT LEAD THE WAY INC	6/24/2024	QUALITATIVE INTRODUCTION TO WA	0100	$ 309.89
14170727	PROJECT LEAD THE WAY INC	6/24/2024	RUBBER BANDS ASSORTED ITEM # 4	0100	$ 15.35
14170727	PROJECT LEAD THE WAY INC	6/24/2024	SAFETY GOGGLES ANTI FOG INDIRE	0100	$ 26.03
14170727	PROJECT LEAD THE WAY INC	6/24/2024	SHEEP BRAINS BAG OF 10 # 22871	0100	$ 318.93
14170727	PROJECT LEAD THE WAY INC	6/24/2024	SMALL BALLOONS 100 PACK # 44PW	0100	$ 5.48
14170727	PROJECT LEAD THE WAY INC	6/24/2024	TAPE FLAGS 140 COUNT # 470228-	0100	$ 49.32
14170727	PROJECT LEAD THE WAY INC	6/24/2024	TRANSPARENT TAPE 3 PACK # 44PW	0100	$ 10.97

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14170727	PROJECT LEAD THE WAY INC	6/24/2024	TRANSPARENT TAPE 3 PACK ITEM #	0100	$ 16.16
14170727	PROJECT LEAD THE WAY INC	6/24/2024	WARDS PURE PIG KIDNEYS WITH PO	0100	$ 383.61
14170728	SAN DIEGO GAS & ELECTRIC	6/24/2024	OPEN PO FOR 2023/24 SCHOOL YE	0100	$ 48,114.98
14170728	SAN DIEGO GAS & ELECTRIC	6/24/2024	OPEN PO FOR 2023/24 SCHOOL YEA	0100	$ 16,025.46
14170728	SAN DIEGO GAS & ELECTRIC	6/24/2024	OPEN PO FOR ENERGY AND GAS SY	1900	$ 13,647.79
14170728	SAN DIEGO GAS & ELECTRIC	6/24/2024	OPEN PO FRO 2023/24 SCHOOL YEA	0100	$ 2,874.01
14170729	SAN MARCOS UNIFIED SCHOOL	6/24/2024	CONFIRMATION 0001258 BUS FOR M	0100	$ 630.00
14170730	THE MASTER TEACHER	6/24/2024	THE MASTER TEACHER - RETIREMEN	0100	$ 243.90
14170731	TOSHIBA BUSINESS SOLUTIONS	6/24/2024	OPEN PO TO PAY COPIER SERVICE	0100	$ 1,073.93
14170731	TOSHIBA BUSINESS SOLUTIONS	6/24/2024	TOSHIBA OPEN PO FOR REPAIRS AN	0100	$ 473.59
14172876	SUPERINTENDENT OF SCHOOLS SDCOE	6/26/2024	REGISTRATION FOR THE LEARNING	0100	$ 240.00
14172877	CHARITY CAMPBELL	6/26/2024	FOOD PURCHASED FOR LUNCH PROGR	1300	$ 117.43
14172878	SOFTWAREONE	6/26/2024	MICROSOFT OFFICE A3 LICENSE FT	0100	$ 12,012.00
14172878	SOFTWAREONE	6/26/2024	MICROSOFT OFFICE SUBSCRIPTION	0100	$ 6,608.00
14172879	KAMI MCELLIGOTT	6/26/2024	REIMBURSEMENT FOR KAMII MCELLI	0100	$ 45.18
14172880	WEX BANK	6/26/2024	OPEN PO FOR FUEL FOR DISTRICT	0100	$ 104.32
14172881	LINDSEY CUMMINS	6/26/2024	REIMBURSEMENT - FLOOD DAMAGED	4000	$ 328.58
14172882	NOESIS GROUP INC.	6/26/2024	OPEN PO FOR TECHNICAL SUPPORT	4900	$ 187.50
14172883	TRANE U.S. INC.	6/26/2024	BLOWER; POWER VENT ASSEMBLY, 2	0100	$ 3,150.95
14172884	LD PRODUCTS INC.	6/26/2024	TONER FOR DESK PRINTER LD PROD	0100	$ 555.45
14172885	CALIFORNIA DEPARTMENT OF TAX AND FEE	6/26/2024	TAX AMOUNT DUE FOR ITEM PURCHA	4900	$ 308.24
14172886	JENNA BORABY	6/26/2024	15" SILVER STRAND LOGO FOR POD	0100	$ 50.00
14172886	JENNA BORABY	6/26/2024	SAILBOAT SIGN	0100	$ 50.00
14172886	JENNA BORABY	6/26/2024	SAILBOAT SIGNS FOR EMPLOYEES L	0100	$ 125.00
14172887	HOME DEPOT CREDIT SERVICES	6/26/2024	FLOOD RELATED MATERIALS AND SU	4000	$ 2,967.06
14172887	HOME DEPOT CREDIT SERVICES	6/26/2024	OPEN PO FOR HOME DEPOT SUPPLIE	0100	$ 7,542.84
14172888	AMAZON CAPITAL SERVICES, INC.	6/26/2024	OPEN PO FOR ADMIN ON-LINE ORDE	0100	$ 76.98
14172888	AMAZON CAPITAL SERVICES, INC.	6/26/2024	OPEN PO FOR DISTRICT OFFICE SU	0100	$ 317.35
14172888	AMAZON CAPITAL SERVICES, INC.	6/26/2024	OPEN PO FOR TEACHER SUPPLIES	0100	$ 6,854.87
14172889	ELISABETH JOSSET	6/26/2024	REIMBURSE FOR STAFF MONTLY BIR	0100	$ 200.87

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14172890	CROWN COVE AQUATIC CENTER	6/26/2024	5TH GRADE END OF THE YEAR BEAC	0100	$ 400.00
14172891	JAMF SOFTWARE, LLC	6/26/2024	JAMF SCHOOL ENHANCED SUPPORT F	0100	$ 10.50
14172891	JAMF SOFTWARE, LLC	6/26/2024	JAMF SCHOOL LIFETIME LISCENSE	0100	$ 52.50
14172892	MICHELLE EVENSON	6/26/2024	REIMBURSEMENT FOR NSPA DUES AN	0100	$ 317.00
14172893	PODS ENTERPRISES, LLC	6/26/2024	OPEN PO FOR POD CONTAINERS 202	4900	$ 387.00
14172893	PODS ENTERPRISES, LLC	6/26/2024	VILLAGE ELEMENTARY 2 POD DROP	4000	$ 827.04
14172894	PARENT	6/26/2024	PARENT REIMBURSEMENT FOR TRIP	0100	$ 4,504.44
14172895	SCHOOLS EXCESS LIABILITY FUND	6/26/2024	AB218 REVIVED LIABILITY FUNDIN	0100	$ 622.33
14172896	SCYLLA PLUMBING & DRAINS	6/26/2024	PLUMBING SERVICE TO INSTALL BA	0100	$ 1,865.00
14172897	KRISTEN CAPUTO	6/26/2024	REIMBURSEMENT FOR ANY BUDGET P	0100	$ 355.59
14172897	KRISTEN CAPUTO	6/26/2024	REIMBURSEMENT FOR T-SHIRT MART	0100	$ 28.02
14172898	SOUTH COAST PLUMBING	6/26/2024	PLUMBING AT CHS KITCHEN FOR CE	1300	$ 2,040.00
14172899	SHERRIL ALTSTADT	6/26/2024	REIMBURSEMENT DUE SHERRILL ALT	0100	$ 240.91
14172900	AMANDA TARANTINO	6/26/2024	FOOD PURCHASED FOR LUNCH PROGR	1300	$ 10.64
14172901	GABRIEL GARCIA	6/26/2024	REIMBURSEMENT DUE GABE GARCIA	0100	$ 2,083.49
14172902	KING FENCING INC	6/26/2024	CORONADO MIDDLE SCHOOL SUPPLI	4900	$ 960.00
14172902	KING FENCING INC	6/26/2024	SILVER STRAND ELEMENTARY SCHOO	4900	$ 2,375.00
14172903	VARIATIONS PSYCHOLOGY PC	6/26/2024	APPROVED: PSYCHOEDUCATIONAL I	0100	$ 6,500.00
14172904	MARITZA ARELLANO	6/26/2024	SHOES REIMBURSEMENT- FLOOD DAM	4000	$ 99.97
14172905	RENELLE KOCZAN	6/26/2024	REIMBURSEMENT - FLOOD DAMAGED	4000	$ 1,372.21
14172906	MIK & COOKIES LLC	6/26/2024	MIK AND COOKIES PRIVATE WORKSH	0100	$ 1,025.00
14172907	SUSAN HARRIS	6/26/2024	REIMBURSEMENT FOR PURCHASE OF	0100	$ 100.18
14172908	GABRIEL LANGEVIN	6/26/2024	RECIPIENT OF BILL DAVIS AWARD	5700	$ 500.00
14172909	KENZIE JOYCE	6/26/2024	RECIPIENT OF MOLLY MCGOWAN AWA	5700	$ 1,250.00
14172910	APPLE COMPUTER INC	6/26/2024	PERSONALIZED 13 INCH I PAD PRO	0100	$ 546.13
14172911	ATKINSON, ANDELSON, LOYA,	6/26/2024	AALRR MAY INVOICE 715368	0100	$ 48.75
14172912	AMANDA ELLISON	6/26/2024	REIMBURSEMENT	4000	$ 482.21
14172913	GOLD STAR FOODS INC	6/26/2024	OPEN PO FOR GROCERIES FOR (DRY	1300	$ 1,879.97
14172914	HOME DEPOT	6/26/2024	OPEN PO FOR HARDWARE AND SUPPL	1900	$ 140.29

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14172915	HUNTINGTON HARDWARE CO INC	6/26/2024	OPEN PO FOR HARDWARE SUPPLIES	0100	$ 659.22
14172915	HUNTINGTON HARDWARE CO INC	6/26/2024	PUSH DOOR BAR CHASSIS PRE 721	0100	$ 1,472.43
14172915	HUNTINGTON HARDWARE CO INC	6/26/2024	PUSH DOOR BAR CHASSIS PRE 7220	0100	$ 1,472.43
14172916	KARL MUELLER	6/26/2024	REIMBURSEMENT FOR KARL MUELLER	0100	$ 672.68
14172917	KATIE QUINLY	6/26/2024	OPEN PO FOR CLASSROOM MATERIAL	0100	$ 247.33
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	99 RANCH	1300	$ 85.86
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	APRIL 2024 STATEMENT BUSINESS	0100	$ 1,047.84
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	ATP April 2024 PCard KatieL	0100	$ 118.42
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	ATP March 2024 PCard KatieL	0100	$ 340.46
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	ATP May 2024 PCard KatieL	0100	$ 72.66
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	CHILD NUTRITION SERVICES- APRI	1300	$ 1,772.46
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	CHILD NUTRITION SERVICES- MAY	1300	$ 50.95
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	COZYMEAL	1300	$ 267.98
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	CURRICULUM CREDIT CARD PURCHAS	0100	$ 1,306.12
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	FEBRUARY 2024 STATEMENT BUSINE	0100	$ 9,084.22
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	FEBRUARY 2024 STATEMENT BUSINE	1900	$ 810.00
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	FEBRUARY 2024 STATEMENT STUDEN	0100	$ 521.98
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	MARCH 2024 STATEMENT BUSINESS	0100	$ 7,680.83
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	MAY 2024 STATEMENT BUSINESS SE	0100	$ 9,005.13
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	MAY 2024 STATEMENT BUSINESS SE	1200	$ 399.00
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	NORTHGATE MARKET	1300	$ 97.89
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	S.S April 2024 PCard Niamh	0100	$ 567.83
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	S.S May 2024 PCard Niamh	0100	$ 72.99
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	SAN DIEGO COUNTY-DEH	1300	$ 644.00
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	SPROUTS	1300	$ 59.95
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	UBER	1300	$ 31.90
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	VONS	0100	$ 4.51
14172918	MISSION FEDERAL CREDIT UNION	6/26/2024	VONS	1300	$ 108.99
14172920	ROBINSON CO CONTRACTORS INC	6/26/2024	POOL VACUUM REPAIR	1900	$ 159.00
14172921	SAN DIEGO UNION TRIBUNE	6/26/2024	CLASSIFIED ADVERTISING; NOTICE	0100	$ 666.59

Warrant ID	Vendor Name	Date	Invoice Item Description	Fund	Amount
14172922	UNITED RENTALS	6/26/2024	OPEN PO FOR EQUIPMENT RENTAL 2	0100	$ 582.06
14172923	WARD'S SCIENCE	6/26/2024	COPEPOD SLIDE #470181592	0100	$ 12.94
14172923	WARD'S SCIENCE	6/26/2024	PRESERVED HAYFISH #470001452	0100	$ 22.73
14172923	WARD'S SCIENCE	6/26/2024	PRESERVED MORAY #470001492EEL	0100	$ 23.87
14172923	WARD'S SCIENCE	6/26/2024	SEA MOUSE #470001252	0100	$ 22.20
14172923	WARD'S SCIENCE	6/26/2024	WARDS CRAB COLLECTION #4700008	0100	$ 39.53
14172923	WARD'S SCIENCE	6/26/2024	WARDS LUGWORM	0100	$ 11.10
14172923	WARD'S SCIENCE	6/26/2024	WARDS MARINE WORM #470001230	0100	$ 81.59
14172924	WESTAIR GASES AND EQUIPMENT	6/26/2024	OPEN PO FOR CO2 - FY 23/24	1900	$ 492.62
			Total		**$ 1,054,719.44**

0100	General Fund
1100	Adult Education Fund
1200	Child Development Fund
1300	Cafeteria Fund
1400	Deferred Maintenance Fund
1700	Special Reserve Other than Cap Outlay
1900	BBMAC
2518	Capital Facilities - Developer Fees
4000	Special Reserve - Capital Projects
4900	Special Reserve - Capital Outlay
5700	Foundation Permanent Fund
6200	Charter School Enterprise Fund
6300	Other Enterprise Fund (Crown Preschool)

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019164	7/10/2024	SAN DIEGO COUNTY SCHOOL VEBA	B.S-RETIREE PREMIUM 24/25 SY	0100	$ 271,500.00	OPEN PO FOR RETIREE PREMIUM PAYMENT FOR THE 2024/2025 SCHOOL YEAR
0000019165	7/17/2024	LASER LINK, INC	IT-APPLE SUPPORT 24/25 SY	0100	$ 7,500.00	OPEN PO FOR APPLE SUPPORT AND MAINTENANCE. 7/01/2024 - 6/30/2025. BOARD APPROVED 6/06/2024. NTE $7,5000.00.
0000019166	7/17/2024	CLASSLINK, INC.	IT-RENEWAL LICENSE 24/25 SY	0100	$ 30,427.80	CLASSLINK SINGLE SIGNON SOFTWARE. ANNUAL SUBSCRIPTION FOR UP TO 5000 USERS. VALID 8/01/2024 - 7/31/2027. 3 YEAR LICENSE. BOARD APPROVED 4/18/2024
0000019167	7/17/2024	CSM CONSULTING INC	IT-E-RATE COMPLIANCE SERVICE	0100	$ 10,000.00	ERATE COMPLIANCE SERVICES NOT TO EXCEED $10,000. FOR 7/1/2024 - 6/30/2025. BOARD APPROVED 6/06/2024
0000019168	7/17/2024	SHI INTERNATIONAL CORPORATION	IT-PER USER LICENSE 24/25	0100	$ 7,800.00	PER USER SOFTWARE LICENSES FOR DUO ADVANTAGE SECURITY SOFTWARE FOR 500 USERS. VALID FROM 08/01/2024-07/31/2025. BOARD APPROVED 6/06/2024.
0000019169	7/17/2024	JAMF SOFTWARE, LLC	IT-PRO ANNUAL LICENSE 24/25	0100	$ 3,082.00	JAMF CONNECT & JAMF PRO ANNUAL LICENSE RENEWAL VALID FROM 07/08/2024 - 07/07/2025. BOARD APPROVED 6/06/2024.
0000019170	7/17/2024	SOUTHLAND TECHNOLOGY INC.	IT-ONSITE SUPPORT & MAINT24/25	0100	$ 9,000.00	OPEN PO FOR ONSITE SUPPORT & MAINTENANCE FOR AV WITH PRIOR APPROVAL. FOR 07/01/2024 - 06/30/2025. NOT TO EXCEED $9,000. DOES NOT INCLUDE PARTS. BOARD APPROVED 06/06/2024.
0000019171	7/17/2024	GRANICUS, LLC	IT-STREAMING VIDEO 24/25 SY	0100	$ 35,245.80	STREAMING VIDEO MO. MANAGED SERVICE UP TO 25 INDEXED MTGS YEAR, INCL MEDIA ON DEMAND, TWO 24/7 LIVE STREAM CHANNELS, COMMUNITY & HOUSING, PORTAL ON-DEMAND CAPTS, UP TO 120 HOURS OF ADDTL SPECIAL CONTENT PER YEAR. 3-YEAR VALID 6/23/2024 - 6/22/2027. BOARD
0000019172	7/17/2024	TIME & ALARM SYSTEMS	IT-CABELING SERVICES 24/25 SY	0100	$ 5,000.00	OPEN PO FOR SERVICES FOR CABLING PER FEE AGREEMENT. NOT TO EXCEED $5,000. VALID FROM 07/01/2024 - 06/30/2025. BOARD APPROVED 6/06/2024.
0000019173	7/17/2024	VECTOR RESOURCES INC	IT-ANNUAL REDSKY RENEWAL 24/25	0100	$ 7,045.71	ANNUAL REDSKY E911 ANYWHERE CLOUD SERVICE AND ELIN SOFTWARE LICENSES. 12-MONTH SUBSCRIPTION VALID FROM 7/15/2024-7/14/2025. BOARD APPROVED 6/20/2024

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019174	7/17/2024	VISIONALITY	IT-ANNUAL SERVICES 24/25 SY	0100	$ 1,719.09	ANNUAL SERVICE AGREEMENT WITH VISIONALITY FOR BOARD ROOM EQUIPMENT. 07/25/2024 - 07/24/2025 BOARD APPROVED 6/06/2024
0000019175	7/17/2024	AMAZON CAPITAL SERVICES, INC.	IT-SUPPLIES AND MATERIALS	0100	$ 20,000.00	AMAZON OPEN PO FOR SUPPLIES FOR IT DEPARTMENT.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 1,259.06	917725-855 (HP 14 G5) BATTERY 3.15AH 47WH 2CELL LI-POLY BLACK (GM02047XL). TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 1,711.61	BA96-07375A (SAMSUNG XE350XBA) 15.6" FHD LCD. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 6,456.92	BA98-01912A (SAMSUNG XE350XBA) PLASTIC TOP COVER WITH LCD AND CAMERA CABLE AND HINGES. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 645.42	BA98-01913A (SAMSUNG XE350XBA) PLASTIC BEZEL. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 4,898.85	GH43-04691A (SAMSUNG XE350XBA) BATTERY 8.8V 39.04WH 2 CELL INTERNAL. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 1,076.42	L14350-001 (HP 14 G5) 14" WXGA 1366X768 MATTE LED 30 PIN CONN RIGHT SLIM BRACKETS (T/B). TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 161.09	L14356-001 (HP 14 G5) TOUCHPAD MODULE WITH CABLE. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 354.77	L89783-001 (HP 11 G8 EE) LCD PNL 11.6 HD AG LED SVA. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 2,824.40	M47192-001 (HP 14 G7) 14" HD LCD NON-TOUCH. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 160.82	M47203-001 (HP 14 G7) HINGE CAP. TAX AND SHIPPING INCLUDED.
0000019176	7/17/2024	AGPARTS WORLDWIDE, INC	IT-PARTS AND MATERIALS	4900	$ 1,184.17	M47207-001 (HP 14 G7) PLASTIC PALMREST W/ KEYBOARD. TAX AND SHIPPING INCLUDED.
0000019177	7/17/2024	SOUTHLAND TECHNOLOGY INC.	IT-INSTALL NEW PROJECTOR PALM	4900	$ 4,740.12	INSTALL AND PROGRAM NEW ROJECTOR AT PALM ACADEMY. EPSON POWERLITE L260. TAX AND INSTALLATIO INCLUDED.

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019178	7/17/2024	CDW GOVERNMENT INC	IT-MAXCASES FOR SAMSUMG	4900	$ 4,978.05	MAXCASES EXTREME SHELL - L CASE FOR SAMSUNG CHROMEBOOK 4. TAX AND SHIPPING INCLUDED.
0000019179	7/17/2024	DELL MARKETING L P	IT-CUSTOM LAPTOP	4900	$ 11,733.73	DELL LATITUDE 3550 CUSTOM LAPTOP COMPUTER.TAX AND SHIPPING INCLUDED.
0000019180	7/18/2024	MOON VALLEY NURSERY OF CALIFORNIA, LLC	M&O VES	4900	$ 720.00	MONSTERA (BIG)
0000019180	7/18/2024	MOON VALLEY NURSERY OF CALIFORNIA, LLC	M&O VES	4900	$ 750.00	PHOTINIA (BIG)
0000019180	7/18/2024	MOON VALLEY NURSERY OF CALIFORNIA, LLC	M&O VES	4900	$ 3,000.00	SCHEFFIERA DWARF (HUGE) RS
0000019181	7/23/2024	EVERY CHILD CALIFORNIA	ECDC-MEMBERSHIP RENEWAL 24/25	1200	$ 625.00	EVERYCHILD CALIFORNIA MEMBERSHIP
0000019182	7/23/2024	CLAUDETH SERRANO	ECDC-CLAUDETH REIMBURSEMENT	4000	$ 169.96	REIMBURSEMENT
0000019183	7/23/2024	CATAPULTK12	SUPER-CATAPULTK12 SERVICES	0100	$ 7,092.00	CATAPULTK12 INVOICE TR-1765 CONTENT MANAGEMENT SYSTEM (WEBSITE) 7/1/2024-6/30/2025 BOARD APPROVAL: 8/22/2024
0000019183	7/23/2024	CATAPULTK12	SUPER-CATAPULTK12 SERVICES	0100	$ 5,654.00	CATAPULTK12 INVOICE TR-1811 CONNECT SYSTEM 7/1/2024-6/30/2025 BOARD APPROVAL: 8/22/2024
0000019183	7/23/2024	CATAPULTK12	SUPER-CATAPULTK12 SERVICES	0100	$ 1,188.00	CATAPULTK12 INVOICE TR-1974 WETIP REPORTING SYSTEM 7/1/2024-6/30/2025 BOARD APPROVAL: 8/22/2024
0000019184	7/23/2024	SMORE	SUPER-TEAM ACCOUNT SUB 24/25	0100	$ 2,620.00	SMORE TEAM ACCOUNT DISTRICT & SCHOOL SITES NEWSLETTER SOFTWARE 8/1/2024-7/31/2025 INVOICE: 39311 BOARD APPROVAL: 8/22/2024
0000019185	7/23/2024	DELL MARKETING L P	IT-DESKTOP COMPUTERS	4900	$ 31,492.12	DELL OPTIPLEX CUSTOM SMALL FORM FACTOR DESKTOP COMPUTER. TAX AND SHIPPING INCLUDED.

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019186	7/23/2024	CDW GOVERNMENT INC	IT-WINDOW 11 PRO LICNESES	0100	$ 2,872.00	WINDOWS 11 PRO UPGRADE LICENSES. ELECTRONIC DELIVERY.
0000019187	7/23/2024	CDW GOVERNMENT INC	IT-SAMSUNG HD	4900	$ 7,676.11	SAMSUNG 980 PRO NVME HARD DRIVES. TAX AND SHIPPING INCLUDED.
0000019188	7/23/2024	NOESIS GROUP INC.	IT-TECHNICAL SUPPORT 24/25 SY	4900	$ 60,000.00	OPEN PO FOR TECHNICAL SUPPORT (INFRASTRUCTURE, NETWORK ENVIRONMENT AND VM SUPPORT) TERM OF THE CONTRACT IS FROM 07/01/24- 06/30/25. FEE BASED SCHEDULE. NTE $60,000.00. BOARD APPROVED 06062024
0000019189	7/23/2024	TEL TECH PLUS INC	IT-INSTALL AND REPAIRS 24/25	4900	$ 7,500.00	OPEN PO FOR LOW VOLTAGE & FIBER OPTIC INSTALLATION AND REPAIR SERVICES WITH PRIOR APPROVAL. NOT EXCEED $7,500.00. VALID FROM 07/01/2024 - 06/30/2025. BOARD APPROVED 6/06/2024.
0000019190	7/23/2024	VECTOR RESOURCES INC	IT-SERVICE MAINTANCE 24/25 SY	4900	$ 7,500.00	OPEN PO FOR TECH SERVICE HOURLY BY QUALIFIED STAFF; PROVIDE MAINTENANCE SUPPORT FOR TELCOM SYSTEMS INCL: VOIP CISCO CALL MGR & UNITY, MS EXCHANGE, ACTIVE DIR, DC, & OTHER SYSTEMS. 7/1/2024 - 6/30/2025. NTE $7,500. BOARD APPROVED 6/06/2024.
0000019191	7/23/2024	LINCOLN AQUATICS	BBMAC-POOL SUPPLIES 24/25 SY	1900	$ 10,000.00	OPEN PO FOR POOL SUPPLIES FY 24/25
0000019192	7/23/2024	HOME DEPOT	BBMAC-POOL SUPPLIES 24/25 SY	1900	$ 3,000.00	OPEN PO FOR HARDWARE AND SUPPLIES FY 24/25
0000019193	7/23/2024	HASA INC	BBMAC-CHLORINE SUPPLIES 24/25	1900	$ 43,000.00	OPEN PO FOR CHLORINE FY 24/25
0000019194	7/23/2024	HASA INC	BBMAC-SODIUM BICARB 24/25 SY	1900	$ 8,000.00	OPEN PO FOR SODIUM BICARB FY 24/25
0000019195	7/23/2024	HASA INC	BBMAC-ACID SUPPLIES 24/25 SY	1900	$ 12,000.00	OPEN PO FOR ACID FY 24/25
0000019196	7/23/2024	WESTAIR GASES AND EQUIPMENT	BBMAC-CO2 SUPPLIES 24/25 SY	1900	$ 12,000.00	OPEN PO FOR CO2 FY 24/25
0000019197	7/23/2024	SAN DIEGO GAS & ELECTRIC	BBMAC-SDG&E 24/25 SY	1900	$ 250,000.00	OPEN PO FOR GAS AND ELECTRICITY FY 24/25
0000019198	7/23/2024	CALIFORNIA-AMERICAN WATER CO	BBMAC-WATER 24/25 SY	1900	$ 30,000.00	OPEN PO FOR WATER FY 24/25
0000019199	7/23/2024	EDCO DISPOSAL CORP	BBMAC-TRASH SERVICE 24/25 SY	1900	$ 1,000.00	OPEN PO FOR TRASH FY 24/25
0000019200	7/23/2024	ADVANCE POOLS AND SPAS, INC	BBMAC-POOL SERVICE 24/25 SY	1900	$ 24,000.00	OPEN PO FOR MONTHLY POOL SERVICES FY 24/25
0000019201	7/23/2024	ADVANCE POOLS AND SPAS, INC	BBMAC-POOL REPAIRS 24/25 SY	1900	$ 15,000.00	OPEN PO FOR ADDITIONAL REPAIRS FY 24/25
0000019202	7/23/2024	ESIGN SERVICES INC	BBMAC-ELECTRONIC REPAIRS 24/25	1900	$ 1,200.00	OPEN PO FOR ELECTRONICS REPAIRS FY 24/25
0000019203	7/23/2024	WESTAIR GASES AND EQUIPMENT	BBMAC-CO2 TANK RENTAL 24/25 SY	1900	$ 3,091.00	OPEN PO FOR CO2 TANK RENTAL FY 24/25

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019204	7/23/2024	COUNTY OF SAN DIEGO	BBMAC-OPERATIONAL 24/25 SY	1900	$ 1,600.00	OPEN PO FOR OPERATIONAL AND HAZARDOUS MATERIALS PERMITS FY 24/25
0000019205	7/23/2024	AMERICAN RED CROSS	BBMAC- LIFE CERTIFICATE 24/25	1900	$ 1,500.00	OPEN PO FOR LIFEGUARD CERTIFICATIONS FY 24/25
0000019206	7/23/2024	AGPARTS WORLDWIDE, INC	IT-COMPUTER PARTS 24/25 SY	0100	$ 20,000.00	OPEN PO FOR PARTS REQUIRED TO REPAIR DAMAGED CHROMEBOOKS. ORDER AS NEEDED. VALID FROM 07/01/2024 - 6/30/2025.
0000019207	7/23/2024	CHROMEBOOKPARTS.COM	IT-COMPUTER PARTS 24/25 SY	0100	$ 15,000.00	OPEN PO FOR PARTS REQUIRED TO REPAIR DAMAGED CHROMEBOOKS. ORDER AS NEEDED. VALID FROM 07/01/2024 - 6/30/2025.
0000019208	7/23/2024	PDQ.COM CORPORATION	IT-PDQ DEPLOY LICENSE 24/25	0100	$ 2,677.50	PDQ DEPLOYMENT FOR DEPLOYING SOFTWARE AND UPDATES TO COMPUTERES 2 LICENSES. BOARD APPROVED
0000019209	7/23/2024	ALMAZ ABBAY	ECDC-FLOOD REIMBURSEMENT ALMAZ	4000	$ 44.35	FLOOD REIMBURSEMENT
0000019210	7/23/2024	LANI SHANEFELT	ECDC-FLOOD REIMBURSEMENT LANI	4000	$ 19.56	FLOOD REIMBURSEMENT
0000019211	7/23/2024	AMAZON CAPITAL SERVICES, INC.	C&L-E3 SUPP & MAT 24/25 SY	0100	$ 1,000.00	AMAZON OPEN PO FOR 2024-25 SCHOOL YEAR - E3 DODEA PURCHASES
0000019212	7/23/2024	JULIE SALVATIERRA	OPEN MILEAGE REIMBURSEMENT PO FOR 2024-25 SCHOOL YEAR	0100	$ 300.00	OPEN MILEAGE REIMBURSEMENT PO FOR 2024-25 SCHOOL YEAR
0000019213	7/23/2024	AMAZON CAPITAL SERVICES, INC.	C&L-LEARNING DEP SUP/MAT 24/25	0100	$ 4,000.00	AMAZON OPEN PO FOR 2024-25 SCHOOL YEAR - LEARNING DEPARTMENT PURCHASES
0000019214	7/23/2024	AMAZON CAPITAL SERVICES, INC.	C&L-WL+ SUPP/MAT 24/25 SY	0100	$ 2,000.00	AMAZON OPEN PO FOR 2024-25 SCHOOL YEAR - WL+ DODEA PURCHASES
0000019215	7/23/2024	CALIFORNIA ASSOCIATION OF	M&O-RENEWAL SUBSCRIPTION 24/25	0100	$ 3,500.00	ORGANIZATIONAL SUBSCRIPTION
0000019216	7/23/2024	NAFIS	B.S-NATIONAL ASSOCIATION	0100	$ 2,867.88	2024 / 2025 NAFIS MEMBERSHIP KARL MUELLER DONNIE MULVEY KATHY MULVEY

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019217	7/23/2024	A+ WINDOW CLEANING	M&O-ALL SITE WINDOW CLEANING	0100	$ 8,705.00	CLEAN EXTERIOR WINDOWS CLEAN REMOVE SCREEN REMOVE CALCIUM BUILDUP CORONADO HIGH SCHOOL CORONADO MIDDLE SCHOOL VILLAGE ELEMENTARY SILVER STRAND ELEMENTARY ECDC PALM ACADEMY DISTRICT OFFICE
0000019218	7/23/2024	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	M&O-INLAND EMP REPAIR 24/25 SY	0100	$ 30,000.00	OPEN PO FOR REPAIRS PER ATTACHED FEE SCHEDULE 2024/2025
0000019219	7/23/2024	SCHOOL ENERGY COALITION	M&O-MEMBERSHIP 24/25	0100	$ 260.00	MEMBERSHIP DUES: 08/1/2024-07/31/2025 GARY HALLS
0000019220	7/23/2024	LEONIDA BUILDERS, INC	M&O-SSES CLEANING RAIN GUTTERS	0100	$ 3,900.00	SILVER STRAND- CLEANING RAIN GUTTERS AND SPOUTS CLEAN SERVICE AND FLUSH ALL RAIN GUTTERS AND SPOUTS CAMPUS WIDE. LIFT REQUIRED TO SAFELY SERVICE SECOND STORY RAIN GUTTERS AND SPOUTS
0000019221	7/23/2024	LEONIDA BUILDERS, INC	M&O-CHS CLEANING RAIN GUTTERS	0100	$ 4,200.00	CORONADO HIGH SCHOOL - CLEANING RAIN GUTTERS AND SPOUTS CLEAN SERVICE AND FLUSH ALL RAIN GUTTERS AND SPOUTS CAMPUS WIDE. LIFT REQUIRED TO SAFELY SERVICE SECOND STORY RAIN GUTTERS AND SPOUTS
0000019222	7/23/2024	SAN DIEGO REFRIGERATION	CNS-VES REPAIR SERVICE	1300	$ 831.84	GASKET KITS FOR VES
0000019222	7/23/2024	SAN DIEGO REFRIGERATION	CNS-VES REPAIR SERVICE	1300	$ 200.00	SERVICE AND TRAVEL CHARGE

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019223	7/23/2024	TIME & ALARM SYSTEMS	IT-VES PA SPEAKER	4000	$ 1,502.00	INSTALLATION OF 4 VALCOM SPEAKERS AT VILLAGE ELEMENTARY.
0000019223	7/23/2024	TIME & ALARM SYSTEMS	IT-VES PA SPEAKER	4000	$ 489.12	VALCOM VC-1060A CEILING SPEAKERS WITH CABLING. TAX AND SHIPPING INCLUDED.
0000019225	7/24/2024	WAYSIDE PUBLISHING	C&L-AZULEJO TEXTBOOK 2ND ED	0100	$ 1,569.34	ISBN 9781942400875 - AZULEJO, 2ND EDITION, DIGITAL (FLEX TEXT + EXPLORER)
0000019225	7/24/2024	WAYSIDE PUBLISHING	C&L-AZULEJO TEXTBOOK 2ND ED	0100	$ -	ISBN 9781944876548 - AZULEJO, 2ND EDITION, TEACHER PRINT AND DIGITAL PACKAGE (SC TE + TEACHER FLEX TEXT + STUDENT FLEX TEXT + EXPLORER)
0000019225	7/24/2024	WAYSIDE PUBLISHING	C&L-AZULEJO TEXTBOOK 2ND ED	0100	$ 3,927.39	ISNB 9781938026225 - AZULEJO, 2ND EDITION, HARDCOVER, BUNDLE REPLACEMENT BOOK ONLY
0000019226	7/24/2024	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-EXTERNAL EVALUATION	0100	$ 15,000.00	EXTERNAL EVALUATOR FOR THE PROJECT SAIL DODEA GRANT (5-YEAR CONTRACT), 11/01/23-08/31/28, $15,000 ANNUALLY FOR A TOTAL OF $75,000 (THIS PO IS FOR YEAR 2 OF THE CONTRACT FOR THE 2024-25 SCHOOL YEAR
0000019227	7/24/2024	LEARNING WITHOUT TEARS INC	C&L-KICK START STUDENT EDITION	0100	$ 794.81	KSK-22, KICK START KINDERGARTEN 2022 STUDENT EDITION
0000019228	7/24/2024	ANDREA LOPEZ	C&L-MILEAGE REIMBURSEMENT24/25	0100	$ 600.00	OPEN PO FOR MILEAGE FOR 2024-25 SCHOOL YEAR - TRANSPORTATION BETWEEN CUSD SITES
0000019229	7/24/2024	SCREENCASTIFY, LLC	C&L-PRO ANNUAL LICENSE 24/25	0100	$ 504.00	PRO-ANNUAL LICENSE 1-YEAR (07/09/24-07/09/24)
0000019230	7/24/2024	HOUGHTON MIFFLIN HARCOURT PUBLISHING	C&L-LIVING EARTH TEXTBOOK	0100	$ 283.48	1699858 - 2020 CALIFORNIA THE LIVING EARTH STUDENT EDITION - 9781328896094
0000019231	7/24/2024	SAVVAS LEARNING COMPANY LLC	C&L-PREP FOR BIO AP EXAM	0100	$ 528.51	ISBN 978013454690-2, PREPARING FOR THE BIOLOGY AP EXAM
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 277.80	3B0HC5 BRIDGES 3RD EDITION GRADE K HOME CONNECTIONS (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3B0SB5 BRIDGES 3RD EDITION GRADE K STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 277.80	3B1HC5 BRIDGES 3RD EDITION GRADE 1 HOME CONNECTIONS (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3B1SB5 BRIDGES 3RD EDITION GRADE 1 STUDENT BOOK (5 PACK)

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 277.80	3B2HC5 BRIDGES 3RD EDITION GRADE 2 HOME CONNECTIONS (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3B2SB5 BRIDGES 3RD EDITION GRADE 2 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 277.80	3B3HC5 BRIDGES 3RD EDITION GRADE 3 HOME CONNECTIONS (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 277.80	3B3SB5 BRIDGES 3RD EDITION GRADE 3 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 324.10	3B4HC5 BRIDGES 3RD EDITION GRADE 4 HOME CONNECTIONS (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 324.10	3B4SB5 BRIDGES 3RD EDITION GRADE 4 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 324.10	3B5HC5 BRIDGES 3RD EDITION GRADE 5 HOME CONNECTIONS (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 324.10	3B5SB5 BRIDGES 3RD EDITION GRADE 5 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3NC0SB5 NUMBER CORNER 3RD EDITION GRADE K STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3NC1SB5 NUMBER CORNER 3RD EDITION GRADE 1 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3NC2SB5 NUMBER CORNER 3RD EDITION GRADE 2 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 138.90	3NC3SB5 NUMBER CORNER 3RD EDITION GRADE 3 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 162.05	3NC4SB5 NUMBER CORNER 3RD EDITION GRADE 4 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 162.05	3NC5SB5 NUMBER CORNER 3RD EDITION GRADE 5 STUDENT BOOK (5 PACK)
0000019232	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER TEXTBOOK	0100	$ 69.45	RRNRS10 STUDENT NUMBER RACK KIT
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 694.50	3B0HC5 BRIDGES 3RD EDITION GRADE K HOME CONNECTIONS (5 PACK)

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3B0SB5 BRIDGES 3RD EDITION GRADE K STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 694.50	3B1HC5 BRIDGES 3RD EDITION GRADE 1 HOME CONNECTIONS (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3B1SB5 BRIDGES 3RD EDITION GRADE 1 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 694.50	3B2HC5 BRIDGES 3RD EDITION GRADE 2 HOME CONNECTIONS (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3B2SB5 BRIDGES 3RD EDITION GRADE 2 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 694.50	3B3HC5 BRIDGES 3RD EDITION GRADE 3 HOME CONNECTIONS (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 694.50	3B3SB5 BRIDGES 3RD EDITION GRADE 3 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 810.25	3B4HC5 BRIDGES 3RD EDITION GRADE 4 HOME CONNECTIONS (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 810.25	3B4SB5 BRIDGES 3RD EDITION GRADE 4 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 810.24	3B5HC5 BRIDGES 3RD EDITION GRADE 5 HOME CONNECTIONS (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 810.25	3B5SB5 BRIDGES 3RD EDITION GRADE 5 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3NC0SB5 NUMBER CORNER 3RD EDITION GRADE K STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3NC1SB5 NUMBER CORNER 3RD EDITION GRADE 1 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3NC2SB5 NUMBER CORNER 3RD EDITION GRADE 2 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 347.25	3NC3SB5 NUMBER CORNER 3RD EDITION GRADE 3 STUDENT BOOK (5 PACK)

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 405.13	3NC4SB5 NUMBER CORNER 3RD EDITION GRADE 4 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 405.13	3NC5SB5 NUMBER CORNER 3RD EDITION GRADE 5 STUDENT BOOK (5 PACK)
0000019233	7/24/2024	THE MATH LEARNING CENTER	C&L-MATH CENTER STUDENT BOOK	0100	$ 138.90	RRNRS10 STUDENT NUMBER RACK KIT
0000019234	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-STEPS TO ADV STUDENT BOOK	0100	$ 98.84	Y41822 - GR 4 - STEPS TO ADVANCE GRADE 4 STUDENT BOOK 2 - VOLUME, 5-COPY SET CONSUMABLES 1 YEAR
0000019234	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-STEPS TO ADV STUDENT BOOK	0100	$ 197.69	Y41823 - GR 5 - STEPS TO ADVANCE GRADE 5 STUDENT BOOK 2 - VOLUME, 5-COPY SET CONSUMABLES 1 YEAR
0000019235	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-READER TUKE HOME BOOK	0100	$ 431.00	Y31433 - GR 2 - BENCHMARK ADVANCE GRADE 2 GRAMMAR, SPELLING & VOCABULARY WORKBOOK (CONSUMABLE 30-COPY CLASS SET
0000019235	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-READER TUKE HOME BOOK	0100	$ 431.00	Y31435 - GR 4 - BENCHMARK ADVANCE GRADE 4 GRAMMAR, SPELLING & VOCUBULARY WORKBOOK (CONSUMABLE) 30-COPY CLASS SET
0000019235	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-READER TUKE HOME BOOK	0100	$ 431.00	Y31436 - GR 5 - BENCHMARK ADVANCE GRADE 5 GRAMMAR, SPELLING & VOCABULARY WORKBOOK (CONSUMABLE) 30-COPY CLASS SET
0000019235	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-READER TUKE HOME BOOK	0100	$ 88.36	Y31883 - GR 3 - BENCHMARK ADVANCE GRADE 1 DECODABLE READERS TAKE HOME BOOK 25-COPY SET - 30 TITLES
0000019236	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-ALL GRD TEXT BOOK ORDER	0100	$ 1,082.41	Y31433 - GR 2 - BENCHMARK ADVANCE GRADE 2 GRAMMAR, SPELLING & VOCABULARY WORKBOOK (CONSUMABLE) 30-COPY CLASSROOM SET
0000019236	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-ALL GRD TEXT BOOK ORDER	0100	$ 649.45	Y31434 - GR 3 - BENCHMARK ADVANCE GRADE 3 GRAMMAR, SPELLING & VOCABULARY WORKBOOK (CONSUMABLE) 30-COPY CLASSROOM SET
0000019236	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-ALL GRD TEXT BOOK ORDER	0100	$ 649.45	Y31435 - GR 4 - BENCHMARK ADVANCE GRADE 4 GRAMMAR, SPELLING & VOCABULARY WORKBOOK (CONSUMABLE) 30-COPY CLASSROOM SET

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019236	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-ALL GRD TEXT BOOK ORDER	0100	$ 649.45	Y31436 - GR 5 - BENCHMARK ADVANCE GRADE 5 GRAMMAR, SPELLING & VOCABULARY WORKBOOK (CONSUMABLE) 30-COPY CLASSROOM SET
0000019236	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-ALL GRD TEXT BOOK ORDER	0100	$ 108.24	Y32758 - GR TK - READY TO ADVANCE TRANSITIONAL KINDERGARTEN CONSUMABLES 10 UNITS 10-COPY SET - CALIFORNIA EDITION
0000019237	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-GRD 4/5 PACKAGE	0100	$ 218.79	Y34200 - GR 4 - CA STEPS TO ADVANCE GRADE 4 TEACHER RESOURCES PACKAGE
0000019237	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-GRD 4/5 PACKAGE	0100	$ 218.79	Y34201 - GR 5 - CA STEPS TO ADVANCE GRADE 5 TEACHER RESOURCES PACKAGE
0000019237	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-GRD 4/5 PACKAGE	0100	$ 184.71	Y41822 - GR 4 - STEPS TO ADVANCE GUIDE 4 STUDENT BOOK 2-VOLUME 5-COPY SET CONSUMABLES YEAR
0000019237	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-GRD 4/5 PACKAGE	0100	$ 184.71	Y41823 - GR 5 - STEPS TO ADVANCE GUIDE 5 STUDENT BOOK 2-VOLUME 5-COPY SET CONSUMABLES YEAR
0000019238	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-MANUSCRIPT HANDWRITING PKG	0100	$ 131.72	NL4690 - MINDSET MOMENTS: MANUSCRIPT HANDWRITING PRACTICE GR. K-1 REPRODUCIBLE
0000019238	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-MANUSCRIPT HANDWRITING PKG	0100	$ 131.72	NL4691 - MINDSET MOMENTS: MANUSCRIPT HANDWRITING PRACTICE GR. 2-3 REPRODUCIBLE
0000019238	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-MANUSCRIPT HANDWRITING PKG	0100	$ 131.72	NL4692 - MINDSET MOMENTS: CURSIVE HANDWRITING PRACTICE GR 2-3 REPRODUCIBLE
0000019238	7/24/2024	BENCHMARK EDUCATION COMPANY	C&L-MANUSCRIPT HANDWRITING PKG	0100	$ 197.56	NL4693 - MINDSET MOMENTS: CURSIVE HANDWRITING PRACTICE GR 3+ REPRODUCIBLE
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 104.19	F2DSTCB1 - FUNDATIONS COMPOSITION BOOK 1 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 104.18	F2DSTCB2 - FUNDATIONS COMPOSITION BOOK 2 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 416.70	F2DSTNB1 - FUNDATIONS STUDENT NOTEBOOK 1 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 104.18	F2DSTNB2 - FUNDATIONS STUDENT NOTEBOOK 2 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 104.18	F2DSTW1 - FUNDATIONS PRACTICE BOOK LEVEL 1 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 104.18	F2DSTW2 - FUNDATIONS PRACTICE BOOK LEVEL 2 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 208.35	F2DSTW3 - FUNDATIONS PRACTICE BOOK LEVEL 1 (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 104.18	F2DSTWK - FUNDATIONS PRACTICE BOOK LEVEL K (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 1,498.96	F2ECHO1 - FUNDATIONS READERS LEVEL 1

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 798.68	F2STCTPK WB - FUNDATIONS STUDENT CONSUMABLES K (10-PACK)
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 231.50	JWSCB - JUST WORDS STUDENT COMPOSITION BOOK
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 231.50	JWSCHB - JUST WORDS STUDENT CHALLENGE BOOK
0000019239	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-COMPOSITE NOTEBOOKS	0100	$ 231.50	JWSNB - JUST WORDS STUDENT NOTEBOOK
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 104.18	F2DSTCB1 - FUNDATIONS COMPOSITION BOOK 1 (10-PACK)
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 104.18	F2DSTNB1 - FUNDATIONS STUDENT NOTEBOOK 1 (10-PACK)
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 104.18	F2DSTNBK - FUNDATIONS STUDENT NOTEBOOK K (10-PACK)
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 104.18	F2DSTW1 - FUNDATIONS PRACTICE BOOK LEVEL 1 (10-PACK)
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 1,498.97	F2ECHO1 - FUNDATIONS READERS LEVEL 1
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 104.18	F2FSFP1 WB - FUNDATIONS STUDENT KIT 1
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 104.18	F2FSFP2 WP - FUNDATIONS STUDENT KIT 2
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 57.88	F2FUNSW1 - FUNDATIONS PRACTICE BOOK LEVEL 1
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 115.75	JWSCB - JUST WORDS STUDENT COMPOSITION BOOK
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 115.75	JWSCHB - JUST WORDS STUDENT CHALLENGE BOOK
0000019240	7/24/2024	WILSON LANGUAGE TRAINING CORPORATION	C&L-STUDENT NOTEBOOK	0100	$ 115.75	JWSNB - JUST WORDS STUDENT NOTEBOOK
0000019241	7/24/2024	AMAZON CAPITAL SERVICES, INC.	C&L-SCIENCE AP 6TH ED	0100	$ 1,487.27	ENVIRONMENT: THE SCIENCE BEHIND THE STORIES AP - 6TH EDITION (HARDCOVER)
0000019242	7/24/2024	AMAZON CAPITAL SERVICES, INC.	C&L-PRINCETON REVIEW AP	0100	$ 349.54	PRINCETON REVIEW AP ENVIRONMENTAL SCIENCE PREP, 18TH EDITION (2024)
0000019243	7/24/2024	SHI INTERNATIONAL CORPORATION	C&L-VIEW SONIC CART	0100	$ 1,697.55	VB-STND-007 - VIEWSONIC VB-STND-007 - CART
0000019244	7/24/2024	TEXTBOOK WAREHOUSE	C&L-NUMERICAL ALGEBRA TEXTBOOK	0100	$ 490.46	CALCULUS GRAPHICAL NUMERICAL ALGEBRAIC [1999] ISBN10:0201324458 ISBN13:9780201324457
0000019245	7/24/2024	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-BOOKMARKS PRINTED	0100	$ 115.16	BOOKMARKS PRODUCED BY SDCOE
0000019246	7/24/2024	TEXTBOOK WAREHOUSE	C&L-CALCULUS TEXTBOOK	0100	$ 2,972.82	CALCULUS OF A SINGLE VARIABLE [2005], ISBN10:0618503048 ISBN13:9780618503049
0000019247	7/24/2024	AMAZON CAPITAL SERVICES, INC.	C&L-CALCULUS TEXTBOOK	0100	$ 322.82	CALCULUS OF A SINGLE VARIABLE [2005] ISBN10:0618503048 ISBN13:9780618503049
0000019248	7/24/2024	NOREDINK	C&L-NOREDINK PREMIUM STUDENT	0100	$ 8,055.00	NO RED INK PREMIUM FOR DESIGNATED STUDENTS (CORONADO MIDDLE SCHOOL)
0000019249	7/24/2024	INSTRUCTURE, INC	C&L-CANVAS SUBSCRIPTION 24/25	0100	$ 6,165.00	24X7 TIER 1 SUPPORT (FACULTY ONLY)

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019249	7/24/2024	INSTRUCTURE, INC	C&L-CANVAS SUBSCRIPTION 24/25	0100	$ 20,550.01	CANVAS CLOUD SUBSCRIPTION (YEAR 3 OF 3 YEAR CONTRACT) 07/01/24-06/30/25
0000019249	7/24/2024	INSTRUCTURE, INC	C&L-CANVAS SUBSCRIPTION 24/25	0100	$ 3,999.99	TRAINING PORTAL STANDARD - CORE + ADVANCED ON-DEMAND CONTENT
0000019250	7/24/2024	EILEEN RODRIGUEZ	ECDC-FLOOD REIMB. EILEEN	4000	$ 100.00	ECDC-FLOOD REIMB. EILEEN
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 424.99	78405 - EARLY LEARNING EMOTIONS & SELF-REGULATION: STUDENT GUIDE
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 102.00	78406 - EARLY LEARNING EMOTIONS & SELF-REGULATION: TEACHER GUIDE
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 977.49	78407 - CURRICULUM COMPANION LEVEL K: STUDENT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 892.49	78408 - CURRICULUM COMPANION LEVEL 1: STUDENT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 1,189.99	78409 - CURRICULUM COMPANION LEVEL 2: STUDENT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 1,189.99	78410 - CURRICULUM COMPANION LEVEL 3: STUDENT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 510.00	78411 - CURRICULUM COMPANION LEVEL 4: STUDENT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 1,274.99	78412 - CURRICULUM COMPANION LEVEL 5: STUDENT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 226.71	78518 - 7 HABITS OF HAPPY KIDS: 7 PUPPET SET
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 424.99	78573 - EARLY LEARNING I AM A LEADER: STUDENT/FAMILY EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 102.00	78574 - EARLY LEARNING I AM A LEADER: TEACHER EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 424.99	78575 - EARLY LEARNING EMOTIONS: STUDENT/FAMILY EDITION (NEW)
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 102.00	78576 - EARLY LEARNING EMOTIONS: TEACHER EDITION (NEW)
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 424.99	78577 - EARLY LEARNING WHERE WE LIVE & LEARN: STUDENT/FAMILY EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 102.00	78578 - EARLY LEARNING WHERE WE LIVE & LEARN: TEACHER EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 424.99	78579 - EARLY LEARNING FAMILY AND FRIENDS: STUDENT/FAMILY EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 102.00	78580 - EARLY LEARNING FAMILY AND FRIENDS: TEACHER EDITION

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 424.99	78581 - EARLY LEARNING BALANCE FEELS BEST: STUDENT/FAMILY EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 102.00	78582 - EARLY LEARNING BALANCE FEELS BEST: TEACHER EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 204.00	78674 - DIGITAL CURRICULUM LEVEL K: TEACHER NOTES PRINT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 255.00	78675 - DIGITAL CURRICULUM LEVEL 1: TEACHER NOTES PRINT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 255.00	78676 - DIGITAL CURRICULUM LEVEL 2: TEACHER NOTES PRINT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 255.00	78677 - DIGITAL CURRICULUM LEVEL 3: TEACHER NOTES PRINT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 255.00	78678 - DIGITAL CURRICULUM LEVEL 4: TEACHER NOTES PRINT EDITION
0000019251	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-STUDENT GUIDE	0100	$ 255.00	78679 - DIGITAL CURRICULUM LEVEL 5: TEACHER NOTES PRINT EDITION
0000019252	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-CORE 1 PARTICIPANT GUIDE	0100	$ 8,374.27	2024-25 MEMBERSHIP PER STUDENT
0000019252	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-CORE 1 PARTICIPANT GUIDE	0100	$ 692.04	MATERIALS - CORE 1 PARTICIPANT GUIDE
0000019252	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-CORE 1 PARTICIPANT GUIDE	0100	$ 7,232.32	PROFESSIONAL DEVELOPMENT - CORE 1 IMPLEMENTATION COACHING SUBSCRIPTION
0000019252	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-CORE 1 PARTICIPANT GUIDE	0100	$ 3,616.16	PROFESSIONAL DEVELOPMENT - PREPAID CORE 1 (ALL STAFF) CONSULTANT DAILY RATE
0000019252	7/25/2024	FRANKLIN COVEY CLIENT SALES, INC.	C&L-CORE 1 PARTICIPANT GUIDE	0100	$ 3,616.16	PROFESSIONAL DEVELOPMENT - PREPAID LIGHTHOUSE TEAM 1 CONSULTANT DAILY RATE
0000019253	7/25/2024	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-EXTERNAL EVAL WORLD LANGUA	0100	$ 18,000.00	EXTERNAL EVALUATOR FOR THE WORLD LANGUAGE PLUS (WL+) DODEA GRANT, CONTACT IS FOR 5 YEARS (11/01/21-08/31/26) FOR A TOTAL OF $90,000, THIS PO IS FOR YEAR 4 OF THE CONTRACT FOR THE 2024-25 SCHOOL YEAR

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019254	7/25/2024	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-EXTERNAL EVAL PROJECT E3	0100	$ 18,000.00	EXTERNAL EVALUATOR FOR THE PROJECT E3 DODEA GRANT, 5 YEAR CONTRACT (11/01/22-08/31/27) $18,000 ANNUALLY FOR A TOTAL OF $90,000, THIS PO IS FOR YEAR 3 OF THE CONTRACT FOR THE 2024-25 SCHOOL YEAR
0000019255	7/25/2024	BOZEMANSCIENCE.COM INC	C&L-NGSS WORKSHOP	0100	$ 4,750.00	NGSS WORKSHOP/PROFESSIONAL DEVELOPMENT ON 01/10/25, 8:00AM-3:30PM IN CORONADO, CA
0000019256	7/25/2024	BRAINPOP LLC	C&L-LICENASE RENEWAL 24/25	0100	$ 5,049.00	BRAINPOP (3-8) SCHOOL SUBSCRIPTION - SCHOOLWIDE ACCESS TO BRAINPOP FOR 3-8TH GRADE CLASSROOMS
0000019256	7/25/2024	BRAINPOP LLC	C&L-LICENASE RENEWAL 24/25	0100	$ 6,831.00	BRAINPOP SCHOOL COMBO SUBSCRIPTION - SCHOOL-WIDE SUBSCRIPTION TO BRAINPOP AND BRAINPOP JR GIVES FULL ACCESS TO OVER 1,200 TOPICS ACROSS THE CURRICULUM
0000019257	7/25/2024	NOREDINK	C&L-PREMIUM ACCESS	0100	$ 2,700.00	NO RED INK PREMIUM FOR DESIGNATED STUDENTS (CORONADO HIGH SCHOOL)
0000019258	7/25/2024	HAPARA	C&L-MONITORING MODULE 24/25	0100	$ 1,784.00	RECURRING ACCESS TO THE MONITORING MODULE WHICH PROVIDES OVERSIGHT INTO A STUDENT'S ONLINE ACTIVITY (QUANTITY: 400)
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ 950.00	PLTW LAUNCH PARTICIPATION 2024-25 FOR VILLAGE ELEMENTARY SCHOOL
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ 950.00	PLTW LAUNCH PARTICIPATION 2024-25 FOR SILVER STRAND ELEMENTARY SCHOOL
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ 950.00	PLTW GATEWAY PARTICIPATION 2024-25 FOR CORONADO MIDDLE SCHOOL
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ 2,200.00	PLTW COMPUTER SCIENCE PARTICIPATION 2024-25 FOR CORONADO HIGH SCHOOL
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ 3,200.00	PLTW ENGINEERING PARTICIPATION 2024-25 FOR CORONADO HIGH SCHOOL
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ 2,200.00	PLTW VIOMEDICAL SCIENCE PARTICIPATION 2024-25 FOR CORONADO HIGH SCHOOL
0000019259	7/25/2024	PROJECT LEAD THE WAY INC	C&L-PLTW LAUNCH PARTICIPATION	0100	$ (2,200.00)	PROGRAM BUNDLE ADJUSTMENT 2024-25 FOR CORONADO HIGH SCHOOL

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019260	7/25/2024	AMAZON CAPITAL SERVICES, INC.	C&L-BOOK ORDER	0100	$ 558.15	A DIFFERENT MIRROR FOR YOUNG PEOPLE: A HISTORY OF MULTICULTURAL AMERICA
0000019261	7/25/2024	MAYLEN SULLIVAN	C&L-REIMBURSEMENT MAYLEN	0100	$ 101.30	REIMBURSEMENT OF CONFERENCE EXPENSES WHILE ATTENDING AP BY THE SEA CONFERENCE, 07/08/24-07/11/24.
0000019262	7/25/2024	TEACHERS PAY TEACHERS	C&L-AP SPANISH PACKAGE	0100	$ 997.99	PAQUETE COMPLETO DE CURSO DE AP SPANISH - BUNDLE PRICING - LICENSES
0000019263	7/25/2024	COMMITTEE FOR CHILDREN	C&L-1 YEAR RENEWAL 24/25 SY	0100	$ 2,997.00	903001 - SECOND STEP ELEMENTARY + SECOND STEP MIDDLE SCHOOL, SINGLE-SITE PRICING, 1-YEAR LICENSE
0000019263	7/25/2024	COMMITTEE FOR CHILDREN	C&L-1 YEAR RENEWAL 24/25 SY	0100	$ (1,498.50)	COUNSELOR50 - 50% COUNSELOR-LED IMPLEMENTATION DISCOUNT
0000019264	7/25/2024	MAYLEN SULLIVAN	C&L-REIMBURSEMENT MAYLEN	0100	$ 90.00	REIMBURSEMENT FOR MATERIALS PURCHASED FOR AP SPANISH LITERATURE
0000019265	7/25/2024	TEACHERS PAY TEACHERS	C&L-AP SPANISH LANGUAGE 24/25	0100	$ 499.99	AP SPANISH LANGUAGE YEAR LONG CURRICULUM
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 36,291.57	SCHNEIDER ELECTRIC APC SMART UPS SMTL1500RM3UC. TAX AND SHIPPING INCLUDED. BOARD APPROVED 04/18/2024.
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 720.83	SCHNEIDER ELECTRIC APC SMART UPS SRT5KRMTF BACKUP POWER SUPPLY TRANSFORMER. TAX AND SHIPPING INCLUDED. BOARD APPROVED 04/18/2024.
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 9,083.22	SCHNEIDER ELECTRIC APC SMART UPS SRTL180RM2UBP BACKUP POWER SUPPLY BATTERY. TAX AND SHIPPING INCLUDED. BOARD APPROVED 04/18/2024.
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 16,908.55	SCHNEIDER ELECTRIC APC SMART UPS SRTL3KRM1UNC BACKUP POWER SUPPLY. TAX AND SHIPPING INCLUDED. BOARD APPROVED 04/18/2024.
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 8,269.93	SCHNEIDER ELECTRIC APC SMART UPS SRTL50RMBP1U-LI BACKUP POWER SUPPLY BATTERY. TAX AND SHIPPING INCLUDED. BOARD APPROVED 04/18/2024.
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 8,590.91	SCHNEIDER ELECTRIC APC SMART UPS SRTL5KRM2UT. TAX AND SHIPPING INCLUDED. BOARD APPROVED 04/18/2024.
0000019266	7/29/2024	GIGAKOM	IT-APC SMART UPS	4900	$ 750.00	SHIPPING FOR UPS REPLACEMENT PROJECT.

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description
0000019267	7/29/2024	PATHWAY COMMUNICATIONS LTD	IT-ONSITE SUPPORT OPEN 24/25	0100	$ 10,000.00	OPEN PO FOR ONSITE SUPPORT & MAINTENANCE FOR AV EQUIPMENT WITH PRIOR APPROVAL. FOR 07/01/2024 - 06/30/2025. NOT TO EXCEED $10,000. DOES NOT INCLUDE PARTS. BOARD APPROVED
0000019268	7/29/2024	PATHWAY COMMUNICATIONS LTD	IT-VES LIBRARY BOARD	4900	$ 2,082.06	DTS LOW GLOSS MARKERBOARD/WHITEBOARD FOR THE VILLAGE LIBRARY PROJECTOR MEETING ROOM. TAX AND INSTALLATION INCLUDED.
0000019269	7/29/2024	GLOWFORGE, INC.	B.S-VES LASER CUTTER	0100	$ 8,255.27	QTY1: GLOWFORGE PRO LASER CUTTER AND FILTER QTY 20: DRAFT BOARD QTY1: ESSENTIALS BUNDLE QTY1: GLOWFORGE CLEAR ACRYLIC 5 PACK
0000019270	7/29/2024	SAN DIEGO COUNTY SCHOOL BOARDS	SUPER-SDCSB	0100	$ 247.45	SAN DIEGO COUNTY SCHOOL BOARDS ASSOCIATION 2024-2025 ANNUAL DUES INVOICE: 2025-08
0000019271	7/29/2024	ACSA	SUPER-RENEWAL MEMBERSHIP 24/25	0100	$ 1,972.32	ACSA 2024-2025 REGULAR RENEWAL FOR PROFESSIONAL ENGAGEMENT DUES FOR KARL MUELLER
0000019272	7/29/2024	CARE SOLACE	S.S-ANNUAL SUBSCRIPTION 24/25	0100	$ 8,700.00	ANNUAL SUBSCRIPTION
0000019273	7/29/2024	ILLUMINATE EDUCATION, INC	C&L-VIRTUAL CONSULTATION	0100	$ 495.00	IEA40044-01, VIRTUAL CONSULTATIONS DNA
0000019273	7/29/2024	ILLUMINATE EDUCATION, INC	C&L-VIRTUAL CONSULTATION	0100	$ 495.00	IEA40045-01, VIRTUAL CONSULTATIONS, EDUCLIMBER
0000019273	7/29/2024	ILLUMINATE EDUCATION, INC	C&L-VIRTUAL CONSULTATION	0100	$ 13,941.51	IES200001-01, DNA , SOFTWARD LICENSE
0000019273	7/29/2024	ILLUMINATE EDUCATION, INC	C&L-VIRTUAL CONSULTATION	0100	$ 13,695.00	IES200018-01, EDUCLIMBER, SOFTWARE LICENSE
0000019273	7/29/2024	ILLUMINATE EDUCATION, INC	C&L-VIRTUAL CONSULTATION	0100	$ -	IES200019-01, ACHIEVEMENT DASHBOARD, SOFTWARE LICENSE
0000019274	7/31/2024	AMAZON CAPITAL SERVICES, INC.	CNS-SUPPLIES & MATERIALS 24/25	1300	$ 7,500.00	OPEN PO FOR MATERIALS AND SUPPLIES SY 24-25
0000019275	7/31/2024	OFFICE DEPOT	CNS-SUPPLIES & MATERIALS 24/25	1300	$ 8,000.00	OPEN PO FOR OFFICE SUPPLIES FOR SY 24-25
				Total	**$ 1,462,441.24**	

PO No.	PO Date	Supplier	PO Ref	Fund	Amount	Item Description

0100	General Fund
1100	Adult Education Fund
1200	Child Development Fund
1300	Cafeteria Fund
1400	Deferred Maintenance Fund
1700	Special Reserve Other than Cap Outlay
1900	BBMAC
2518	Capital Facilities - Developer Fees
4000	Special Reserve - Capital Projects
4900	Special Reserve - Capital Outlay
5700	Foundation Permanent Fund
6200	Charter School Enterprise Fund
6300	Other Enterprise Fund (Crown Preschool)

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
024596	PACIFIC PURE WATER SYSTEMS, LLC	7/15/2024	PO 17503	0100	$ 1,055.95
024597	SAN DIEGO COUNTY SCHOOL VEBA	7/15/2024	OPEN PO FOR RETIREE PREMIUM PA	0100	$ 26,152.00
14176029	SUPERINTENDENT OF SCHOOLS SDCOE	7/11/2024	PO 18606	0100	$ 1,294.30
14176029	SUPERINTENDENT OF SCHOOLS SDCOE	7/11/2024	PO 18791	0100	$ 1,622.73
14176029	SUPERINTENDENT OF SCHOOLS SDCOE	7/11/2024	PO 19093	0100	$ 42.99
14176029	SUPERINTENDENT OF SCHOOLS SDCOE	7/11/2024	PO 19119	0100	$ 2,500.00
14176030	TIME & ALARM SYSTEMS	7/11/2024	PO 17658	0100	$ 967.51
14176030	TIME & ALARM SYSTEMS	7/11/2024	PO 18898	4900	$ 968.00
14176031	JENNIFER ZAVISLAK	7/11/2024	PO 19151	4000	$ 357.69
14176032	STOTZ EQUIPMENT	7/11/2024	PO 18626	0100	$ 1,803.84
14176033	CPM EDUCATIONAL PROGRAM	7/11/2024	PO 18917	0100	$ 17,575.00
14176034	SITEONE LANDSCAPE SUPPLY	7/11/2024	PO 17360	0100	$ 48.48
14176034	SITEONE LANDSCAPE SUPPLY	7/11/2024	PO 19148	4000	$ 798.24
14176035	PERRY FORD NATIONAL CITY	7/11/2024	PO 17470	0100	$ 1,965.51
14176036	WEX BANK	7/11/2024	PO 17477	0100	$ 1,396.66
14176037	AMAZON CAPITAL SERVICES, INC.	7/11/2024	PO 17335	0100	$ 40.46
14176037	AMAZON CAPITAL SERVICES, INC.	7/11/2024	PO 18950	0100	$ 626.16
14176037	AMAZON CAPITAL SERVICES, INC.	7/11/2024	PO 19058	0100	$ 582.06
14176037	AMAZON CAPITAL SERVICES, INC.	7/11/2024	PO 19077	1300	$ 224.76
14176038	INTEGRATED PEST CONTROL MANAGEMENT, INC.	7/11/2024	PO 17694	0100	$ 1,835.00
14176039	JAMF SOFTWARE, LLC	7/11/2024	PO 19150	0100	$ 756.00
14176040	CHS NJROTC ANCHOR CLUB	7/11/2024	PO 17943	0100	$ 3,494.37
14176041	SCYLLA PLUMBING & DRAINS	7/11/2024	PO 17976	4900	$ 16,950.00
14176042	KARINA LOUISE JOHNSON	7/11/2024	PO 18259	0100	$ 500.00
14176043	SAFE HARBOR CORONADO	7/11/2024	PO 18608	0100	$ 35,829.00
14176044	ARTS EDUCATION CONNECTION SAN DIEGO	7/11/2024	PO 19112	1200	$ 2,058.00
14176045	PJ BROADWAY INC	7/11/2024	PO 17606	1300	$ 4,091.48
14176046	GARY HALL	7/11/2024	PO 19149	0100	$ 65.93
14176047	EVERDRIVEN TECHNOLOGIES, LLC	7/11/2024	PO 17526	0100	$ 13,103.11
14176048	KING FENCING INC	7/11/2024	PO 19122	4900	$ 2,000.00
14176049	SUNBELT RENTALS, INC	7/11/2024	PO 19118	0100	$ 2,176.31

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14176050	ASI COBRA, LLC	7/11/2024	PO 17932	0100	$ 50.00
14176051	LORENA ABRAHAM	7/11/2024	PO 19131	6300	$ 164.00
14176052	SEAN MCNEELY	7/11/2024	PO 19136	6300	$ 329.00
14176053	KATHRYN BEARD	7/11/2024	PO 19135	6300	$ 206.00
14176054	KATARINA FANCIK	7/11/2024	PO 19066	0100	$ 500.00
14176055	LAUREN BROWN	7/11/2024	PO 19132	6300	$ 270.00
14176056	HILLARY ECKARDT	7/11/2024	PO 19134	6300	$ 540.00
14176057	KATHERINE LEBLANC	7/11/2024	PO 19133	6300	$ 329.00
14176058	THE TOLLS ROADS VIOLATIONS DEPT	7/11/2024	PO 19146	0100	$ 108.40
14176059	SOUTH BAY SUSTAINABLE COMMUNITIES	7/11/2024	PO 19120	0100	$ 13,602.30
14176060	APPLE COMPUTER INC	7/11/2024	PO 19054	0100	$ 467.50
14176061	AMERICAN RED CROSS	7/11/2024	PO 17345	1900	$ 275.00
14176062	AT&T	7/11/2024	PO 17485	0100	$ 56.89
14176063	CALIFORNIA-AMERICAN WATER CO	7/11/2024	PO 17253	0100	$ 39,825.21
14176063	CALIFORNIA-AMERICAN WATER CO	7/11/2024	PO 17341	1900	$ 2,924.39
14176064	CORONADO LOCK AND KEY	7/11/2024	PO 17368	0100	$ 22.63
14176065	DEVON ROBERTS	7/11/2024	PO 19152	4000	$ 110.98
14176066	EDCO DISPOSAL CORP	7/11/2024	PO 17478	0100	$ 17,746.25
14176067	FAGEN FRIEDMAN & FULFROST LLP	7/11/2024	PO 18869	0100	$ 21,593.00
14176067	FAGEN FRIEDMAN & FULFROST LLP	7/11/2024	PO 19155	0100	$ 22,137.40
14176067	FAGEN FRIEDMAN & FULFROST LLP	7/11/2024	PO 19156	0100	$ 21,942.10
14176067	FAGEN FRIEDMAN & FULFROST LLP	7/11/2024	PO 19158	0100	$ 22,057.75
14176067	FAGEN FRIEDMAN & FULFROST LLP	7/11/2024	PO 19159	0100	$ 6,702.00
14176068	HOLLANDIA DAIRY	7/11/2024	PO 17416	1300	$ 3,033.94
14176069	HUNTINGTON HARDWARE CO INC	7/11/2024	PO 17364	0100	$ 578.09
14176069	HUNTINGTON HARDWARE CO INC	7/11/2024	PO 19123	0100	$ 2,503.36
14176070	NCS PEARSON INC	7/11/2024	PO 17693	0100	$ 28.80
14176071	PITNEY BOWES GLOBAL	7/11/2024	PO 17520	0100	$ 271.28
14176072	SAN DIEGO GAS & ELECTRIC	7/11/2024	PO 17480	0100	$ 5,653.60
14176072	SAN DIEGO GAS & ELECTRIC	7/11/2024	PO 17481	0100	$ 5,298.32
14176073	SCHOOL SERVICES OF CALIFORNIA	7/11/2024	PO 18578	0100	$ 325.00

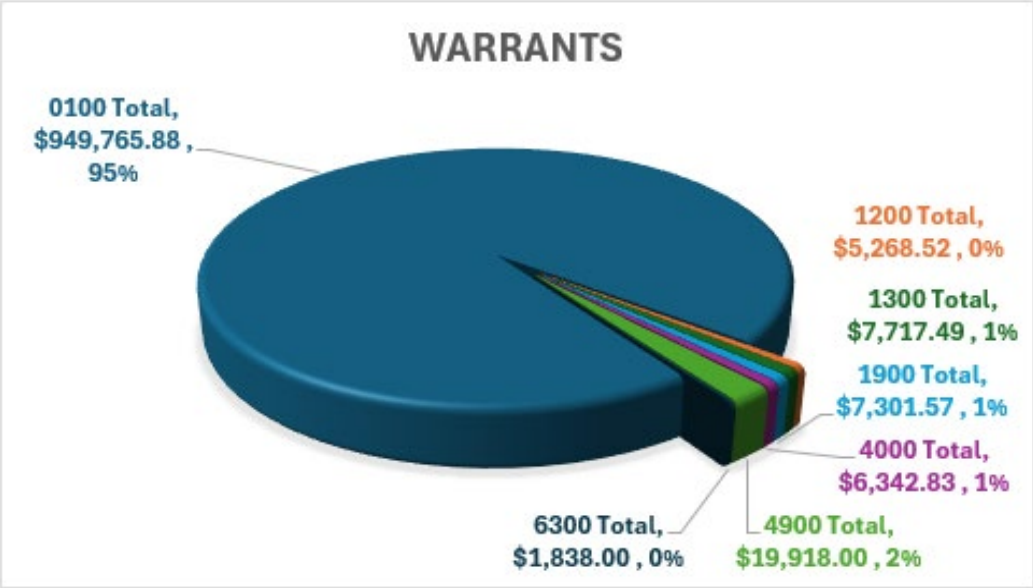
Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14176074	SCHOOL OUTFITTERS	7/11/2024	PO 19034	4000	$ 183.05
14176075	SAN DIEGO RESTAURANT SUPPLY	7/11/2024	PO 17410	1300	$ 167.31
14176076	SAN MARCOS UNIFIED SCHOOL	7/11/2024	PO 17528	0100	$ 41,666.67
14176077	SOUTHWEST SCHOOL & OFFICE	7/11/2024	PO 18928	0100	$ 236.60
14176078	TOSHIBA BUSINESS SOLUTIONS	7/11/2024	PO 17521	0100	$ 1,325.29
14176079	VALLEY INDUSTRIAL SPECIALTIES	7/11/2024	PO 17358	0100	$ 204.10
14176080	VERIZON WIRELESS	7/11/2024	PO 17516	0100	$ 901.22
14176081	WAXIE	7/11/2024	PO 17359	0100	$ 4,721.57
14176082	WESTAIR GASES AND EQUIPMENT	7/11/2024	PO 17333	1900	$ 274.71
14176082	WESTAIR GASES AND EQUIPMENT	7/11/2024	PO 17346	1900	$ 281.59
14177343	SUPERINTENDENT OF SCHOOLS SDCOE	7/15/2024	PO 17496	0100	$ 24,395.75
14177344	THE KOONINGS CENTER	7/15/2024	PO 18075	0100	$ 10,978.76
14177345	LIGHTING INSTYLE	7/15/2024	PO 17363	0100	$ 3,604.62
14177346	JAMF SOFTWARE, LLC	7/15/2024	PO 19055	0100	$ 21.00
14177347	CORODATA	7/15/2024	PO 17524	0100	$ 82.95
14177348	COASTAL SPEECH THERAPY INC.	7/15/2024	PO 19128	0100	$ 1,295.00
14177348	COASTAL SPEECH THERAPY INC.	7/15/2024	PO 19129	0100	$ 1,295.00
14177349	NEW BRIDGE SCHOOL	7/15/2024	PO 18072	0100	$ 901.35
14177349	NEW BRIDGE SCHOOL	7/15/2024	PO 18073	0100	$ 721.08
14177349	NEW BRIDGE SCHOOL	7/15/2024	PO 18074	0100	$ 901.35
14177350	HASA INC	7/15/2024	PO 17343	1900	$ 1,526.73
14177350	HASA INC	7/15/2024	PO 18477	1900	$ 2,019.15
14177351	BRIAN BENT MEMORIAL AQUATIC CENTER	7/15/2024	PO 19154	0100	$ 400,000.00
14177352	CORONADO HARDWARE	7/15/2024	PO 17369	0100	$ 246.17
14177353	RENAISSANCE LEARNING	7/15/2024	PO 19114	0100	$ 21,632.50
14177354	TOSHIBA BUSINESS SOLUTIONS	7/15/2024	PO 17553	0100	$ 263.13
14179518	THE MUSIC THERAPY CENTER	7/18/2024	PO 18297	0100	$ 160.00
14179518	THE MUSIC THERAPY CENTER	7/18/2024	PO 18731	0100	$ 160.00
14179519	THE KOONINGS CENTER	7/18/2024	PO 18075	0100	$ 1,276.60
14179520	BAYES ACHIEVEMENT CENTER, INC.	7/18/2024	PO 17752	0100	$ 2,204.19
14179521	COASTAL SPEECH THERAPY INC.	7/18/2024	PO 19126	0100	$ 1,295.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14179521	COASTAL SPEECH THERAPY INC.	7/18/2024	PO 19141	0100	$ 1,295.00
14179522	SAN DIEGO APPLIED BEHAVIOR ANALYSIS, LLC	7/18/2024	PO 18299	0100	$ 5,992.16
14179523	NEW BRIDGE SCHOOL	7/18/2024	PO 18072	0100	$ 901.35
14179523	NEW BRIDGE SCHOOL	7/18/2024	PO 18073	0100	$ 901.35
14179524	ROMERO EDUCATIONAL CONSULTING	7/18/2024	PO 19143	0100	$ 4,500.00
14179524	ROMERO EDUCATIONAL CONSULTING	7/18/2024	PO 19144	0100	$ 4,500.00
14179524	ROMERO EDUCATIONAL CONSULTING	7/18/2024	PO 19145	0100	$ 4,500.00
14179525	SUNBELT RENTALS, INC	7/18/2024	PO 19118	0100	$ 75.53
14179526	AT&T	7/18/2024	PO 17485	0100	$ 23,599.93
14179527	MY PT	7/18/2024	PO 17754	0100	$ 32.50
14179527	MY PT	7/18/2024	PO 17840	0100	$ 1,677.50
14179527	MY PT	7/18/2024	PO 18734	0100	$ 1,827.50
14179527	MY PT	7/18/2024	PO 18735	0100	$ 430.00
14179527	MY PT	7/18/2024	PO 18736	0100	$ 86.25
14179527	MY PT	7/18/2024	PO 18889	0100	$ 1,700.00
14179527	MY PT	7/18/2024	PO 18891	0100	$ 1,827.50
14179527	MY PT	7/18/2024	PO 18893	0100	$ 480.00
14179527	MY PT	7/18/2024	PO 18894	0100	$ 1,886.25
14179527	MY PT	7/18/2024	PO 18896	0100	$ 1,301.25
14179527	MY PT	7/18/2024	PO 19057	0100	$ 624.00
14179527	MY PT	7/18/2024	PO 19139	0100	$ 32.50
14179527	MY PT	7/18/2024	PO 19140	0100	$ 65.00
14180579	GRANICUS, LLC	7/22/2024	STREAMING VIDEO MO. MANAGED SE	0100	$ 35,245.80
14181841	SCHOOL ENERGY COALITION	7/25/2024	MEMBERSHIP DUES: 08/1/2024-07/	0100	$ 260.00
14181842	SOFTWAREONE	7/25/2024	MICROSOFT OFFICE 365 A3 ENTERP	0100	$ 74.00
14181843	EVERY CHILD CALIFORNIA	7/25/2024	EVERYCHILD CALIFORNIA MEMBERSH	1200	$ 625.00
14181844	CALIFORNIA DEPARTMENT OF TAX AND FEE	7/25/2024	CL 20240630	0100	$ 284.00
14181845	HOME DEPOT CREDIT SERVICES	7/25/2024	PO 17365	0100	$ 5,588.21
14181845	HOME DEPOT CREDIT SERVICES	7/25/2024	PO 18827	4000	$ 4,892.87
14181846	SCREENCASTIFY, LLC	7/25/2024	PRO-ANNUAL LICENSE 1-YEAR (07/	0100	$ 504.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14181847	CATAPULTK12	7/25/2024	CATAPULTK12 INVOICE TR-1765 C	0100	$ 7,092.00
14181847	CATAPULTK12	7/25/2024	CATAPULTK12 INVOICE TR-1811 C	0100	$ 5,654.00
14181847	CATAPULTK12	7/25/2024	CATAPULTK12 INVOICE TR-1974 W	0100	$ 1,188.00
14181848	SMORE	7/25/2024	SMORE TEAM ACCOUNT DISTRICT &	0100	$ 2,620.00
14181849	H2I GROUP, INC	7/25/2024	REPLACEMENT OF BASKETBALL WINC	0100	$ 4,998.00
14181850	BANK OF AMERICA	7/25/2024	PO 17626	0100	$ 1,074.78
14181851	CALIFORNIA ASSOCIATION OF	7/25/2024	ORGANIZATIONAL SUBSCRIPTION	0100	$ 3,500.00
14181852	NAFIS	7/25/2024	2024 / 2025 NAFIS MEMBERSHIP	0100	$ 2,867.88
14181853	PITNEY BOWES GLOBAL	7/25/2024	PO 17520	0100	$ 271.28
14181854	SAN DIEGO REFRIGERATION	7/25/2024	SERVICE AND TRAVEL CHARGE	1300	$ 200.00
14181855	SAN MARCOS UNIFIED SCHOOL	7/25/2024	PO 19024	0100	$ 1,500.00
14181856	TOSHIBA BUSINESS SOLUTIONS	7/25/2024	PO 17550	0100	$ 58.30
14181856	TOSHIBA BUSINESS SOLUTIONS	7/25/2024	PO 17589	0100	$ 479.62
14181856	TOSHIBA BUSINESS SOLUTIONS	7/25/2024	PO 17650	0100	$ 5.59
14182965	KINDER SYSTEMS, INC	7/29/2024	PO 19111	1200	$ 2,585.52
14182966	B&H PHOTO-VIDEO	7/29/2024	PO 18919	0100	$ 871.70
			Total		$ 998,152.29

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount

0100	General Fund
1100	Adult Education Fund
1200	Child Development Fund
1300	Cafeteria Fund
1400	Deferred Maintenance Fund
1700	Special Reserve Other than Cap Outlay
1900	BBMAC
2518	Capital Facilities - Developer Fees
4000	Special Reserve - Capital Projects
4900	Special Reserve - Capital Outlay
5700	Foundation Permanent Fund
6200	Charter School Enterprise Fund
6300	Other Enterprise Fund (Crown Preschool)



AGENDA - August 29, 2024

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.5 Approve/Ratify Contracts for Services

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

Board Policy 3312 states "The Superintendent or designee may enter into contracts on behalf of the District. All contracts must be approved or ratified by the Governing Board. No contract made under this delegation of power shall be valid until the Board approves or ratifies the contract."

Reports:

The attached contracts require Board approval/ratification.

Financial Impact:

The attached contracts will be paid from the sources as noted. All contracts listed are included in the current approved District budget.

Superintendent's Recommendation:

Staff recommend that the Board approve/ratify these contracts.

LCAP Goals:

1. Safe and Clean Facilities for Students and Staff
3. Multi-Tiered System of Supports
4. Social Emotional Learning
5. Student Engagement & Dropout Prevention
6. Counseling Services
7. Equity, Diversity and Inclusion
8. Recruit and Retain Highly Qualified Staff

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

Contracts for Services August 29, 2024.pdf

The following contracts require approval/ratification from the Board of Trustees at the August 29, 2024 Board Meeting

Name	Description	Start Date	End Date	Amount	Source of Funds
24 Hour Elevator	Repair Wheel Chair Lift	7/1/2024	7/31/2024	NTE $1,418	Special Fund for Capital Outlay Fund 49
24 Hour Elevator	Repair Elevator	7/1/2024	8/30/2024	NTE $9,234	Special Fund for Capital Outlay Fund 49
A+ Window Cleaning	Window and Screen Cleaning at All Sites	6/4/2024	8/30/2024	NTE $8,705	General Fund 01
A+ Window Cleaning	CHS - Pressure Wash	8/2/2024	8/30/2024	NTE $4,820	General Fund 01
ACCO Engineered Systems	CHS - Mechanical System Repair	7/3/2024	7/3/2024	NTE $7,677	Special Fund for Capital Outlay Fund 49
ACSA	Membership	7/1/2024	6/30/2025	NTE $1.973	General Fund 01
Administrative Software Applications, Inc. (ASAP)	Annual Subscription for Adult Ed	7/1/2024	6/30/2025	NTE$ 6,692	Adult Education Fund 11
Advanced Pools & Spas Inc	Scheduled Maintenance	7/1/2024	6/30/2025	NTE $24,000	BBMAC Fund 19
AG Parts Education	Parts for Chromebook Repairs	7/1/2024	6/30/2025	NTE $20,734	Special Fund for Capital Outlay Fund 49
America's Finest Sound	Niedermeyer Sound System	8/30/2024	6/30/2025	NTE $30,500	Special Fund for Capital Outlay Fund 49
Amergis Healthcare Staffing, Inc Dba Amergis Educational Staffing	Healthcare Staffing	6/17/2024	6/30/2029	Per Fee Schedule	Special Education Fund 01
ARC Document Solutions, LLC	SKYSITE Archive	5/26/2024	5/26/2025	NTE $2,525	General Fund 01
Arizona State University	Internship Placement	7/26/2024	7/15/2029	N/A	N/A
Atkinson, Andelson, Loya, Ruud & Romo	Professional Services	7/1/2024	6/30/2025	Per Fee Schedule	General Fund 01
California Association of Federally Impacted Schools	Membership	7/1/2024	6/30/2025	NTE $400	General Fund 01
California Association of School Business Officials	Membership Subscription	7/1/2024	6/30/2025	NTE $3,500	General Fund 01
California School Boards Association	CSBA & ELA Membership	7/1/2024	6/30/2025	NTE $13,666	General Fund 01

California School Boards Association	GAMUT	7/1/2024	6/30/2025	NTE $6,440	General Fund 01
California Tree Service Inc.	SSES Trim Trees	6/14/2024	6/30/2024	NTE $3,035	Special Fund for Capital Outlay Fund 49
California Tree Service Inc.	VES Trim Trees	6/14/2024	6/30/2024	NTE $1,800	Special Fund for Capital Outlay Fund 49
California Tree Service Inc.	ECDC Trim Trees	6/14/2024	6/30/2024	NTE $4,060	Special Fund for Capital Outlay Fund 49
California Tree Service Inc.	CHS Trim Trees	6/14/2024	6/30/2024	NTE $11,285	Special Fund for Capital Outlay Fund 49
California Tree Service Inc.	DO Trim Trees	6/14/2024	6/30/2024	NTE $965	Special Fund for Capital Outlay Fund 49
California Tree Service Inc.	CMS Trim Trees	6/14/2024	6/30/2024	NTE $2,280	Special Fund for Capital Outlay Fund 49
California Tree Service Inc.	PA Trim Trees	6/14/2024	6/30/2024	NTE $2,950	Special Fund for Capital Outlay Fund 49
Carren J. Stika PhD	Independent Consultant 24-8-2	5/2/2024	5/1/2025	NTE $4,360	Special Education Fund 01
CatapultK12	Website Hosting	7/1/2024	6/30/2025	NTE $7,092	General Fund 01
CatapultK12	WeTip	7/1/2024	6/30/2025	NTE $1,188	General Fund 01
CatapultK12	Connect	7/1/2024	6/30/2025	NTE $5,654	General Fund 01
CatapultK12	CNS Site	7/1/2024	6/30/2025	NTE $900	General Fund 01
CDWG	Chromebook Replacement Batteries	6/17/2024	8/30/2024	NTE $8,851	Special Fund for Capital Outlay Fund 49
Coastal Speech Therapy	Independent Consultant 24-8-3	1/1/2024	6/30/2024	NTE $1,295	Special Education Fund 01
Committee for Children	Social-Emotional Learning	6/21/2024	7/31/2025	NTE $1,499	General Fund 01
Corner to Corner	Carpet and Tile Floor Double Extraction Cleaning and Sanitization	6/24/2024	8/30/2024	NTE $58,971	General Fund 01
EduTyping	Renewal	12/1/2024	11/30/2026	NTE $3,899	General Fund 01
Expatiate Communications Inc., SC SELPA, SJCOE	Software and Data Sharing Agreement One Time Set Up Fee	7/1/2024	6/30/2025	Per Fee Schedule	South County SELPA
Fagen Friedman & Fulfrost LLP	Professional Services	7/1/2024	6/30/2025	Per Fee Schedule	General Fund 01
Follett School Solutions, LLC	Service Renewal	10/1/2024	9/30/2025	NTE $12,157	General Fund 01
Fork Farms	Flex Farm All In One Farming & Education Solution	7/1/2024	6/30/2025	NTE $4,145	Cafeteria Fund 13

Frontline Education	Absence & Time Solutions	7/1/2024	6/30/2025	NTE $20,775	General Fund 01
GoDaddy	SSL Renewal	8/1/2024	7/31/2026	NTE $900	General Fund 01
Green, Kirsten	CHS Fine Art and Ceramic Project	8/29/2024	6/30/2025	NTE $31,200	CSF - Jill Hardman Endowment
Hapara	Renew Subscription	8/1/2024	6/30/2025	NTE $1,784	General Fund 01
Heartland Payment Systems	CNS Electronic Payment System	9/1/2024	7/31/2025	NTE $11,715	Cafeteria Fund 13
Inland Empire fire & Safety Enterprises	VES - Fire System Sprinkler Pendant Relocation	7/16/2024	7/16/2024	NTE $1,795	Special Fund for Capital Outlay Fund 49
Inland Empire fire & Safety Enterprises	Annual Backflow Testing	7/22/2024	12/31/2024	NTE $2,635	Special Fund for Capital Outlay Fund 49
King Fencing, Inc.	CMS - Repair Gate	3/5/2024	6/11/2024	NTE $960	Special Fund for Capital Outlay Fund 49
King Fencing, Inc.	SSES - Repair Gate	3/5/2024	6/11/2024	NTE $2,000	Special Fund for Capital Outlay Fund 49
King Fencing, Inc.	SSES - Repair Gate	4/11/2024	6/11/2024	NTE $1,400	Special Fund for Capital Outlay Fund 49
King Fencing, Inc.	SSES - Repair Fence	5/29/2024	6/11/2024	NTE $1,400	Special Fund for Capital Outlay Fund 49
King Fencing, Inc.	SSES - Repair Fence	3/18/2024	6/11/2024	NTE $975	Special Fund for Capital Outlay Fund 49
Leonida Builders Inc.	CHS - Clean Rain Gutters and Spouts	6/11/2024	8/30/2024	NTE $4,200	General Fund 01
Leonida Builders Inc.	VES - Clean Rain Gutters and Spouts	6/11/2024	8/30/2024	NTE $4,200	General Fund 01
Leonida Builders Inc.	SSES - Clean Rain Gutters and Spouts	6/11/2024	8/30/2024	NTE $3,900	General Fund 01
Leonida Builders Inc.	CMS - Clean Rain Gutters and Spouts	6/11/2024	8/30/2024	NTE $4,200	General Fund 01
Leonida Builders Inc.	VES HVAC Ventilation	6/11/2024	8/30/2024	NTE $5,960	Special Fund for Capital Outlay Fund 49
MBC Fire Safety	Service Fire Extinguishers	6/17/2024	8/30/2024	NTE $8,057	General Fund 01
National Conflict Resolution Center	Building Belonging Initiative - 50 Hours	7/1/2024	6/30/2025	No Charge	N/A
Newsela Inc.	California Ethnic Studies Collection	8/12/2024	6/11/2025	NTE $6,416	General Fund 01
Ninyo & Moore	Geotechnical and Materials Testing Services CHS Walk-in Freezer & Refrigerator Project	6/19/2024	8/30/2024	NTE $5,427	Cafeteria Fund 13

OptiSigns	Digital Signage	7/1/2024	6/30/2025	NTE $1,441	General Fund 01
Pathway Communications	Audio Visual, Data, Security, Clocks, and Low Voltage Services	7/1/2024	6/30/2025	NTE $10,000	General Fund 01
Pathway Communications	Panel for Library Projector	7/1/2024	8/30/2024	NTE $2,083	Special Fund for Capital Outlay Fund 49
Patriot Portable Restrooms	Portable Restrooms	7/1/2024	6/30/2025	Per Fee Schedule	General Fund 01
PDQ.com	Deploy & Inventory	7/1/2024	6/30/2025	NTE $2,678	General Fund 01
Point Loma Nazarene University	Clinical Experience Agreement	7/1/2024	6/30/2025	N/A	N/A
Renaissance	Professional Services	7/1/2024	6/30/2025	NTE $1,500	General Fund 01
Romero Educational Consulting and Psychological Services	Independent Consultant 24-8-1	6/1/2024	12/31/2024	NTE $4,500	Special Education Fund 01
Safe Harbor Coronado	MOU for Services	7/1/2024	6/30/2025	NTE $35,829	General Fund 01
San Diego County School Boards Association	Membership	7/1/2024	6/30/2025	NTE $248	General Fund 01
School Energy Coalition	Membership	8/1/2024	7/31/2024	NTE $260	General Fund 01
School Safety Operations	School Emergency Operations Plans	7/1/2024	6/30/2025	NTE $6,000	General Fund 01
Scylla Plumbing & Drains	Repairs Services	7/1/2024	6/30/2025	NTE $50,000	Special Fund for Capital Outlay Fund 49
Smore	Smore Team Account	8/1/2024	7/31/2025	NTE $2,620	General Fund 01
South Coast Plumbing	Professional Services	7/1/2024	6/30/2025	NTE $80,000	General Fund 01
Southland Technology	A/V Repairs	7/15/2024	8/30/2024	NTE $999	Special Fund for Capital Outlay Fund 49
Special District Financing and Administration	Fee Justification Report	8/14/2024	12/31/2024	Per Fee Schedule	General Fund 01
Stephanie Bales Fine Art	VES - Mural	7/1/2024	8/30/2024	NTE $10,000	Coronado Schools Foundation
Sylvester Roofing Co. Inc.	Roofing Repairs	7/1/2024	6/30/2025	NTE $50,000	Special Fund for Capital Outlay Fund 49
Time & Alarm	VES Office Speakers	7/11/2024	8/30/2024	NTE $1,992	Special Fund for Capital Outlay Fund 49

Time & Alarm	CMS Replace Fire Panel	8/1/2024	8/21/2024	NTE $6,578	Special Fund for Capital Outlay Fund 49
Time & Alarm	CHS - Install Supplemental Fire Panel	8/1/2024	8/21/2024	NTE $12,017	Special Fund for Capital Outlay Fund 49
University of San Diego	Internship in Psychology Affiliation Agreement	7/1/2024	6/30/2029	N/A	N/A
Uno. Odessa	CoSA Instructor	8/21/2024	6/11/2025	NTE $2,500	General Fund 01
Western Governors University	Clinical Experience Agreement	7/1/2024	6/30/2027	N/A	N/A
Zoom Video Communications Inc.	Zoom Education Annual Subscription (20)	7/31/2024	7/30/2025	NTE $1,800	Adult Education Fund 11

JANUARY 2024 FLOOD CONTRACTS - INSURANCE CLAIM *Pending Approval & Reimbursement

Name	Description	Start Date	End Date	Amount	Source of Funds
A&S Flooring	ECDC Replace Room 114 Flooring	7/16/2024	8/30/2024	NTE $6,709	Special Reserve Capital Project Fund 40
Canam Ergonomics Inc.	VES Reception	6/17/2024	8/30/2024	NTE $58,280	Special Reserve Capital Project Fund 40
Canam Ergonomics Inc.	VES Conference Rooms & Offices	6/17/2024	8/30/2024	NTE $20,270	Special Reserve Capital Project Fund 40
Canam Ergonomics Inc.	VES Library Circulation Desk	6/17/2024	8/30/2024	NTE $8,764	Special Reserve Capital Project Fund 40
Canam Ergonomics Inc.	VES Bookcases	6/17/2024	8/30/2024	NTE $15,521	Special Reserve Capital Project Fund 40
Canam Ergonomics Inc.	VES Office Furniture	6/17/2024	8/30/2024	NTE $58,610	Special Reserve Capital Project Fund 40
Great Office Installations	Furniture Move into PODS	6/17/2024	7/2/2024	NTE $11,984	Special Reserve Capital Project Fund 40
Home Depot	Supplies	6/26/2024	6/26/2024	NTE $2,628	Special Reserve Capital Project Fund 40
Home Depot	Supplies	7/9/2024	7/9/2024	NTE $1,122	Special Reserve Capital Project Fund 40
Home Depot	Supplies	7/13/2024	7/13/2024	NTE $249	Special Reserve Capital Project Fund 40
Home Depot	Supplies	7/12/2024	7/12/2024	NTE $298	Special Reserve Capital Project Fund 40
Home Depot	Supplies	7/10/2024	7/10/2024	NTE $1,236	Special Reserve Capital Project Fund 40

Home Depot	Supplies	7/13/2024	7/13/2024	NTE $1,349	Special Reserve Capital Project Fund 40
Home Depot	Supplies	7/16/2024	7/16/2024	NTE $710.32	Special Reserve Capital Project Fund 40
Leonida Builders	VES MPR Restoration & Finish	3/18/2024	4/11/2024	NTE $2.,500	Special Reserve Capital Project Fund 40
Lowe's	Supplies	6/11/2024	6/27/2024	NTE $5,244	Special Reserve Capital Project Fund 40
Lowe's	Supplies	7/2/2024	7/18/2024	NTE $678	Special Reserve Capital Project Fund 40
PODS	Storage During Repairs	6/26/2024	6/26/2024	NTE $122	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	6/26/2024	6/26/2024	NTE $342	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	6/26/2024	6/26/2024	NTE $1,095	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	7/2/2024	7/2/2024	NTE $31	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	7/2/2024	7/2/2024	NTE $1,521	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	7/10/2024	7/10/2024	NTE $118	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	7/10/2024	7/10/2024	NTE $67	Special Reserve Capital Project Fund 40
SiteOne	Landscape Supplies	7/15/2024	7/15/2024	NTE $2,157	Special Reserve Capital Project Fund 40
Tel Tech Plus dba TTP	VES - CAT6 Installation	7/1/2024	8/15/2024	NTE $10,040	Special Reserve Capital Project Fund 40

JULY 2024 SSES Library Contracts - INSURANCE CLAIM *Pending Approval & Reimbursement

Name	Description	Start Date	End Date	Amount	Source of Funds
Leonida Builders Inc.	SSES - Repair Drywall	7/7/2024	8/30/2024	NTE $8,000	Special Reserve Capital Project Fund 40
ACCO	AC Repair	7/9/2024	7/11/2024	NTE $2,237	Special Reserve Capital Project Fund 40

REVENUE CONTRACTS

Name	Description	Start Date	End Date	Amount	Source of Funds
Foundation for Grossmont and Cuyamaca Colleges	K12 Pathway Coordinator SOW	7/1/2024	6/30/2025	NTE $130,000	Foundation for Grossmont and Cuyamaca Colleges

COOPERATIVE CONTRACTS

Staff have determined it to be in the best interest of the District to make purchases using the cooperative contracts awarded				
Name	**Description**	**Bid Number**	**Start Date**	**End Date**
Anaheim Union High School District Awarded to Gold Star Foods, Inc	Frozen Food, Refrigerated Food, Dry Goods, Processed Commodity, and Related	Bid No. 2023-33 Extension	7/1/2024	6/30/2025
Department of Defense Awarded to Coast Citrus Fresh Produce	Fresh Fruit and Vegetable Products	2022/23 RFQ	7/1/2024	6/30/2025
North County Educational Purchasing Consortium awarded to Gold Star Foods	Child Nutrition Services - Snack & Beverage Products	BID #03-2023	7/1/2024	6/30/2025
North County Educational Purchasing Consortium awarded to Individual Foodservice and P&R Paper Supply Co., Inc.	Child Nutrition Services - Paper Products	CNS 2425	7/1/2024	6/30/2025
North County Educational Purchasing Consortium awarded to Hollandia Dairy	Child Nutrition Services - Milk & Dairy	CNS 15-2122	7/1/2024	6/30/2025
PJ Cleveland, LLC dba Papa John's Pizza	Branded Pizza Products	2023/2024 RFQ Branded Pizza Products	7/1/2024	6/30/2025

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.6 Adopt Business Services Resolution 24-08-02 Approval of Public Works Project Without Competitive Bidding Under Change Order No. 1 for the Village Elementary Hardscape Project CUSD# 2024-04-22-002.

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

During the course of the restoration work of the Village Elementary School hardscape it was discovered that there was unanticipated damage to the drainage infrastructure below the hardscape. As a result, the district requested a quote from the contractor that was mobilized on site and proceeded with the work in order to have the facility available for students at the start of school.

Reports:

This recommended action is made consistent with the findings of the Graydon v Pasadena Redevelopment agency ruling.

These principles have been held applicable in California decisions in a variety of situations involving both the purchase of services and products and the construction of public improvements and buildings where it has appeared that competitive bidding would be incongruous or would not result in any advantage to the public entity in efforts to contract for the greatest public benefit.

Financial Impact:

The cost of Change Order No. 1 is $42K, and is expected to be reimbursed by insurance as part of its loss from the flood of January 2024.

Superintendent's Recommendation:

The Board of Trustees approve contracting with Leonida Builders, Inc. without competitive bidding pursuant to Graydon v. Pasadena Redevelopment Agency court finding.

LCAP Goals:

1. Safe and Clean Facilities for Students and Staff
2. School Site Safety Plans

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

Resolution 24-08-02 Leonida Builders, Inc..pdf

Leonida Builders, Inc. Hardscope Change Order.pdf

CORONADO UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES RESOLUTION 24-08-02
Approval of Public Works Project Without Competitive Bidding Under Change Order No. 1 for the Village Elementary School Hardscape Project

WHEREAS, the Board of Trustees of the Coronado Unified School District ("District") previously awarded a contract ("Contract") for restoration of the Village Elementary School Hardscape ("Project") to Leonida Builders, Inc. ("Contractor").

WHEREAS, Public Contract Code §20118.4 limits the changes or alterations that the Board of Education may authorize to a contract for construction of a public project without securing bids from other contractors to the greater of the amount specified in Public Contract Code §20111 or §20114; or 10% of the original contract price.

WHEREAS, where changes to a contract for construction of a public project exceed ten percent (10%) of the original contract price, bidding change order work exceeding 10% is contemplated by Section 20118.4.

WHEREAS, Graydon v Pasadena Redevelopment agency cited the following:
1] As a general rule, competitive bidding for public entities is a mandatory requirement as provided by statute, charter or ordinance (see here Health & Saf. Code, § 33422). However, there are certain well recognized exceptions to said rule. One exception is where the nature of the subject of the contract is such that competitive proposals would be unavailing or would not produce an advantage, and the advertisement for competitive bid would thus be undesirable, impractical, or [104 Cal. App. 3d 636] impossible. (Kennedy v. Ross (1946) 28 Cal. 2d 569 [170 P.2d 904]; San Francisco v. Boyd (1941) 17 Cal. 2d 606 [110 P.2d 1036]; Los Angeles Dredging Co. v. Long Beach (1930) 210 Cal. 348 [291 P. 839, 71 A.L.R. 161]; Los Angeles G. & E. Corp. v. Los Angeles (1922) 188 Cal. 307 [205 P. 125]; Meakin v. Steveland, Inc. (1977) 68 Cal. App. 3d 490 [137 Cal. Rptr. 359]; County of Riverside v. Whitlock (1972) 22 Cal. App. 3d 863 [99 Cal. Rptr. 710]; Hiller v. City of Los Angeles (1961) 197 Cal. App. 2d 685 [17 Cal. Rptr. 579]; Orange County Water Dist. v. Bennett (1958) 156 Cal. App. 2d 745 [320 P.2d 536]; Miller v. Boyle (1919) 43 Cal. App. 39 [184 P. 421].) This principle has been held applicable in California decisions in a variety of situations involving both the purchase of services and products and the construction of public improvements and buildings where it has appeared that competitive bidding would be incongruous or would not result in any advantage to the public entity in efforts to contract for the greatest public benefit.

WHEREAS, the original Contract Price of the Contract awarded the Contractor for the Project was $168,000.

WHEREAS, change order work is necessary to complete the Project, as reflected in the attached Change Order No. 1; the aggregate costs of the items of Project work subject to Change Order No. 1 is $42,000.

WHEREAS, the Contract Price adjustment of Change Order No. 1 will result in a Contract Price adjustment that exceeds 10% of the original Contract Price.

WHEREAS, it would be more costly and time-consuming to bid the additional work subject to Change Order No. 1 since it is integral to the Project and the work being performed by the Contractor.

WHEREAS, competitively bidding the additional work covered by Change Order No. 1 would result in the delay of the completion of the Project.

WHEREAS, the additional work of Change Order No. 1 must be performed to complete the Project and failure to complete the Project will disrupt or delay delivery of education services.

WHEREAS, it would cause an incongruity and not produce any advantage to the District to competitively bid the work of Change Order No. 1 since such competitive bid work could result in multiple contractors being required to perform work less efficiently and effectively than by one contractor.

NOW, THEREFORE, the Board of Trustees hereby finds, determines, resolve as follows:

RESOLVED, the Board does hereby find and determine that the foregoing recitals and determinations are true and correct and are hereby incorporated by this reference.

FURTHER RESOLVED, that it would cause an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work required to complete the Project as set forth in Change Order No. 1.

FURTHER RESOLVED, that the Board approves Change Order No. 1 without competitively bidding the work subject to Change Order No. 1.

FURTHER RESOLVED, that the Board delegates to the District's Superintendent, or his/her designee, authority to execute Change Order No. 1 on behalf of the District.

FURTHER RESOLVED, that the Board delegates to the Superintendent, or his/her designee, authority to execute subsequent Change Orders to the Contract of similar scope by reference to these Resolutions.

FURTHER RESOLVED, if the Superintendent, or his/her designee, executes a subsequent Change Order of similar scope pursuant to the authority conferred by these Resolutions, the Superintendent or his/her designee shall cause a "consent" agenda item to be placed on the agenda of the next regularly scheduled meeting of the Board to approve or ratify such Change Order.

FURTHER RESOLVED, that these Resolutions shall be effective as of the date approved by the Board.

APPROVED AND ADOPTED this 29th day of August, 2024 by the following vote:

The Board of Trustees takes the following action on these Resolutions:

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

_____

Clerk/Secretary of the Governing Board

LEONIDA BUILDERS INC.

INVOICE

32023 Crown Valley Road
Acton CA 93510
TEL: (909)275-3354
FAX: (951)566-4022
LICENSE NO. 896772
Classifications: A, B, & C-8
Licensed & Insured

JOB

Coronado Unified School District
C/0 Gary Hall
201 Sixth Street
Coronado CA 92118

INVOICE NUMBER VSHSC-01
INVOICE DATE July 01, 2024

ITEM NO.	DESCRIPTION	AMOUNT
1	**PROJECT NAME : Village Elementary Restoration Hard Scape Project CUSD-2024-04-22-002**	**$168,000.00**
2	**Change order Approved by Gary Hall for unforseen conditions** Upon inspection all 4inch main storm drain lines have been compromised, impacted by roots and have to be removed, reconfigured and redesigned to accommodate proper drainage. All underground lines had to be removed and replaced and tied to 12inch main storm drain trunk line. Incorporated into storm drain system (8) 2ft x2ft round strom drain receptor all rain gutter down spout to have clean out at base before entering underground for future service and maintance.	**$42,000.00**

Note: Project Sage No. 24042

Total **$210,000.00**

PAY THIS AMOUNT

DIRECT ALL INQUIRIES TO:
Kelly Orellana
909-275-3354
kelly@leonidabuilders.com

MAKE ALL CHECKS PAYABLE TO:
LEONIDA BUILDERS INC.
Attn: Accounts Receivable
32023 Crown Valley Road
Acton CA 93510

THANK YOU FOR YOUR BUSINESS!

AGENDA - August 29, 2024

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.7 Proposition 28: Arts and Music in Schools Funding Annual Report

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

Fiscal Year 2023-24 and 2024-25

California Education Code (EC) Section 8820(g)(4)—Local Educational Agencies (LEAs) must have this annual report board approved, submitted to the California Department of Education (CDE), and posted to the LEA's website. Utilizing the State's reporting template, the report includes the number of full-time equivalent teachers, classified personnel, and teaching aides; the number of pupils served; and the number of school sites providing arts education programs with AMS funds.

Reports:

The accompanying report summarizes the arts and music programs funded through this State grant. CUSD receives funding for each of its six schools/programs including; Preschool, Village Elementary, Silver Strand Elementary, Coronado Middle School, Coronado High School and the Adult Transition Program.

Financial Impact:

CUSD receives approximately $350K annually to support art and music programs in schools.

Superintendent's Recommendation:

The Superintendent recommends approval of these reports.

LCAP Goals:

3. Multi-Tiered System of Supports
4. Social Emotional Learning
5. Student Engagement & Dropout Prevention
7. Equity, Diversity and Inclusion
8. Recruit and Retain Highly Qualified Staff

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

2023-24-Proposition-28_-Annual-Report-FY.pdf

2024-25-Proposition-28_-Annual-Report-FY.pdf

Proposition 28: Arts and Music in Schools Funding
Annual Report
Fiscal Year 2023-24

LEA Name:	**Coronado Unified School District**
CDS Code:	**3768031-0000000**
Allocation Year:	**2023-24**

1. **Write a narrative description on how the funds from Proposition 28 have been used to develop and support arts education programs in the school district (2500 character limit)**

Coronado USD (CUSD) is proud of its robust arts education programs which include opportunities for students to explore a wide range of arts education programs which support their unique interests. Arts education has long been a priority within CUSD as we strive to enrich students' artistic experiences, foster creative expression, and provide a well-rounded education.

Elementary School - The elementary school programs provide a strong foundation in arts education, preparing students for further arts study in middle school:

- Choral and Instrumental Music: The program includes both choral and instrumental music, fostering early musical skills and appreciation.
- Visual and Performing Arts: Expanded offerings now encompass visual art, multimedia arts, and dance/drama, providing a diverse range of artistic experiences.
- Supplemental Equipment and Supplies: Various materials and supplies were purchased to enrich student arts experiences.

Middle School - To create a comprehensive arts program, our middle school provides a variety of fine and performing arts in addition to digital media and film.

- Visual and Performing Arts: Expanded offerings now encompass visual art, multimedia arts, and dance/drama, providing a diverse range of artistic experiences.
- Digital Media/Film: Programming includes Digital Photography, Graphic Design, Video Film, and Digital Art classes, providing students with diverse and modern artistic opportunities.

High School - Our high school arts education program focused on providing opportunities and resources for students to engage in visual and performing arts:

- Visual and Performing Arts: Offerings encompass visual art, multimedia arts, and dance/drama, providing a diverse range of artistic experiences.

- Band and Instrumental Music
- Coronado School of the Arts: With a curriculum designed by professional artist/educators, students are immersed in their chosen specialty in one of six conservatories: Classical and Contemporary Dance, Digital Arts (Animation, Filmmaking, Game Design, and Graphic Design), Instrumental Music, Musical Theatre & Drama, Theatre Production, Design & Management and Visual Art. CoSA is a State of California-approved Career Technical Education program.

The district's implementation of the Proposition 28 Arts Education program during the 2023-24 school year has been a great success. These comprehensive programs not only enhance students' educational experiences but also prepare them for lifelong engagement with the arts.

2. Number of full-time equivalent teachers[1] (certificated)	**2.9**
3. Number of full-time equivalent personnel (classified):	**0**
4. Number of full-time equivalent teaching aides:	**0.2**
5. Number of students served[2]:	**1,640**
6. Number of school sites providing arts education:	**6**

Date of Approval by Governing Board:	**08/29/2024**
Annual Report Data URL:	www.coronadousd.net

[1] 2.9 full-time equivalent certificated teachers funded by Proposition 28 funds.
[2] Number of students district-wide who participated in arts programming/courses.

Proposition 28: Arts and Music in Schools Funding
Annual Report
Fiscal Year 2024-25

LEA Name:	**Coronado Unified School District**
CDS Code:	**3768031-0000000**
Allocation Year:	**2024-25**

1. **Write a narrative description on how the funds from Proposition 28 have been used to develop and support arts education programs in the school district (2500 character limit)**

Coronado USD (CUSD) is proud of its robust arts education programs which include opportunities for students to explore a wide range of arts education programs which support their unique interests. Arts education has long been a priority within CUSD as we strive to enrich students' artistic experiences, foster creative expression, and provide a well-rounded education.

Elementary School - The elementary school programs provide a strong foundation in arts education, preparing students for further arts study in middle school:

- Choral and Instrumental Music: The program includes both choral and instrumental music, fostering early musical skills and appreciation.
- Visual and Performing Arts: Expanded offerings now encompass visual art, multimedia arts, and dance/drama, providing a diverse range of artistic experiences.
- Supplemental Equipment and Supplies: Various materials and supplies were purchased to enrich student arts experiences.

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- Digital Media/Film: Programming includes Digital Photography, Graphic Design, Video Film, and Digital Art classes, providing students with diverse and modern artistic opportunities.

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- Band and Instrumental Music
- Coronado School of the Arts: With a curriculum designed by professional artist/educators, students are immersed in their chosen specialty in one of six conservatories: Classical and Contemporary Dance, Digital Arts (Animation, Filmmaking, Game Design, and Graphic Design), Instrumental Music, Musical Theatre & Drama, Theatre Production, Design & Management and Visual Art. CoSA is a State of California-approved Career Technical Education program.

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5. Number of students served[2]:	**1,640**
6. Number of school sites providing arts education:	**6**

Date of Approval by Governing Board:	**08/29/2024**
Annual Report Data URL:	www.coronadousd.net

[1] 2.9 full-time equivalent certificated teachers funded by Proposition 28 funds.
[2] Number of students district-wide who participated in arts programming/courses.

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

5.8 Adopt and Approve Business Services Resolution 24-08-03, Change Order No. 1, Notice Of Completion, and CEQA Notice of Exemption for the 2024 Coronado High School Freezer & Cooler Walk In Project

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

Reports:

ITEM 1: Change Order No. 1:

Change Order Number 1 is an adjustment to the $198,860 contract awarded to GEM Industrial, Incorporated. The board approved the project at the January 18, 2024 board meeting. During the June 6th Pre-Construction site walk the M&O director requested that GEM Industrial expand the limits of the concrete pour so that existing damaged concrete panels may be removed and replaced with new concrete. The additional amount of concrete to be removed and replaced is 290 SF. This added concrete will facilitate food delivery and provide a clean site after construction.

The request was reasonable.

ITEM 2: Notice of Completion:

GEM Industrial started work on the project on Monday, June 24, 2024. On Thursday, August 15th a site walk with the contractor and school district staff was conducted, and the project was found to be substantially complete and the work acceptable. Staff recommends approval of the Notice Of Completion.

ITEM 3: California Environmental Quality Act Notice of Exemption:

The 2024 New Freezer & Cooler Walk-In Project is a minor addition to the high school campus that does not increase the school's student capacity. The Walk-In is a non school building, and it serves the cafeteria and kitchen staff.

Financial Impact:

The total amount of the change order is $10,464.59. Approval of Change Order 1 will adjust Contract to $209,324.59. This represents a 5.3% increase. This project will be funded by CUSD's Child Nutrition Fund.

Superintendent's Recommendation:

The Superintendent recommends that the Board adopt and approve Resolution 24-08-03, Change Order Number 1, the Notice of Completion, and CEQA exemption for this project.

LCAP Goals:

1. Safe and Clean Facilities for Students and Staff
3. Multi-Tiered System of Supports
5. Student Engagement & Dropout Prevention

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

DSA Exemption Resolution 24-08-03.pdf
COR #1- Additional Concrete.pdf
Walk In Notice of Completion.pdf
2024 Walk-In Project Notice of CEQA Exemption.pdf

CORONADO UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES
BUSINESS SERVICES RESOLUTION NO. 24-08-03
RESOLUTION RELATING TO THE USE OF THE SITE AT 650 D AVENUE FOR NONSCHOOL PURPOSES AS A FREEZER & COOLER WALK-IN

WHEREAS, after careful consideration, the Coronado Unified School District ("District") has determined that it is in the District's best interests to construct a new exterior Freezer & Cooler Walk-In at Coronado High School ("Freezer and Cooler Walk-In") located at 650 D Avenue, Coronado, CA 92118. The Freezer & Cooler Walk-In will be part of the kitchen and food preparation facility in the 400 Building.

WHEREAS, a depiction of the Freezer & Cooler Walk-In and its location is attached as Exhibit A to this Resolution; and

WHEREAS, the Freezer & Cooler Walk-In will provide food storage for the CNS division; and

WHEREAS, it is the District Board of Trustees' ("Board") intent that the Freezer & Cooler Walk-In **shall not** be used for instructional purposes and that no students or teachers will be permitted to enter for such purposes; and

WHEREAS, the Field Act (Article 3 (commencing with Section 17280) and Article 6 (commencing with Section 17365) of Chapter 3, part 10.5, Division 1, Title 1 of the California Education Code) provides that the California Department of General Services, Division of State Architect ("DSA") shall supervise and approve the design and construction of any school building; and

WHEREAS, Education Code sections 17365, et seq., relate to the suitability of school buildings for occupancy and Section 17368 provides that the term "school building" for such purposes excludes any building which is used exclusively for warehouse, storage, garage, or districtwide administrative office purposes, into which pupils are not required to enter; and

WHEREAS, The design and installation of this Freezer & Cooler Walk-In unit does meet the design and engineering standards of the Field Act with regard to structural safety, fire life safety, and access compliance; and

WHEREAS, Special Testing and Inspection services were provided by a DSA approved Testing & Inspection Lab; and

WHEREAS, continuous construction supervision was maintained during the duration of the construction process for the Freezer & Cooler Walk-In, and

WHEREAS, the DSA Senior Structural Engineer informed the District that Per 2022 California Administrative Code Section 4-310, projects can be exempted from DSA SSS and FLS review with the structure fenced off with gate, lock and signage; and

WHEREAS, this building is fenced off with gate, lock and will have signage that the Field Act does not apply to buildings constructed "for non-school use where such buildings or structures do not provide facilities for either pupils or teachers and are not intended to be entered by them as such for school purposes";

NOW, THEREFORE, BE IT RESOLVED by the Coronado Unified School District Board of Trustees as follows:

1. The foregoing recitals are adopted as true and correct.

2. The Freezer & Cooler Walk-In building shall not be used for any instructional purposes, and no students or teachers, as such, shall be permitted to use or enter it for such purposes.

3. The Freezer & Cooler Walk-In Building was designed and constructed in accordance with the Field Act and is not subject to Division of State Architect review and approval unless desired by the District.

4. The San Diego County Department of Health and Quality Food and Housing Division approved this project, identified as DEH2024-FAMD-011149, on July 12, 2024.

5. This Resolution shall take effect immediately upon its adoption.

* * * * * * * * * * * * * * * * * * * *

The foregoing Resolution was adopted at a meeting of the Board of Trustees of the Coronado Unified School District on August 29, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Board President,

Board of Trustees of Coronado Unified School

CERTIFIED TO BE A TRUE AND CORRECT COPY:

_____

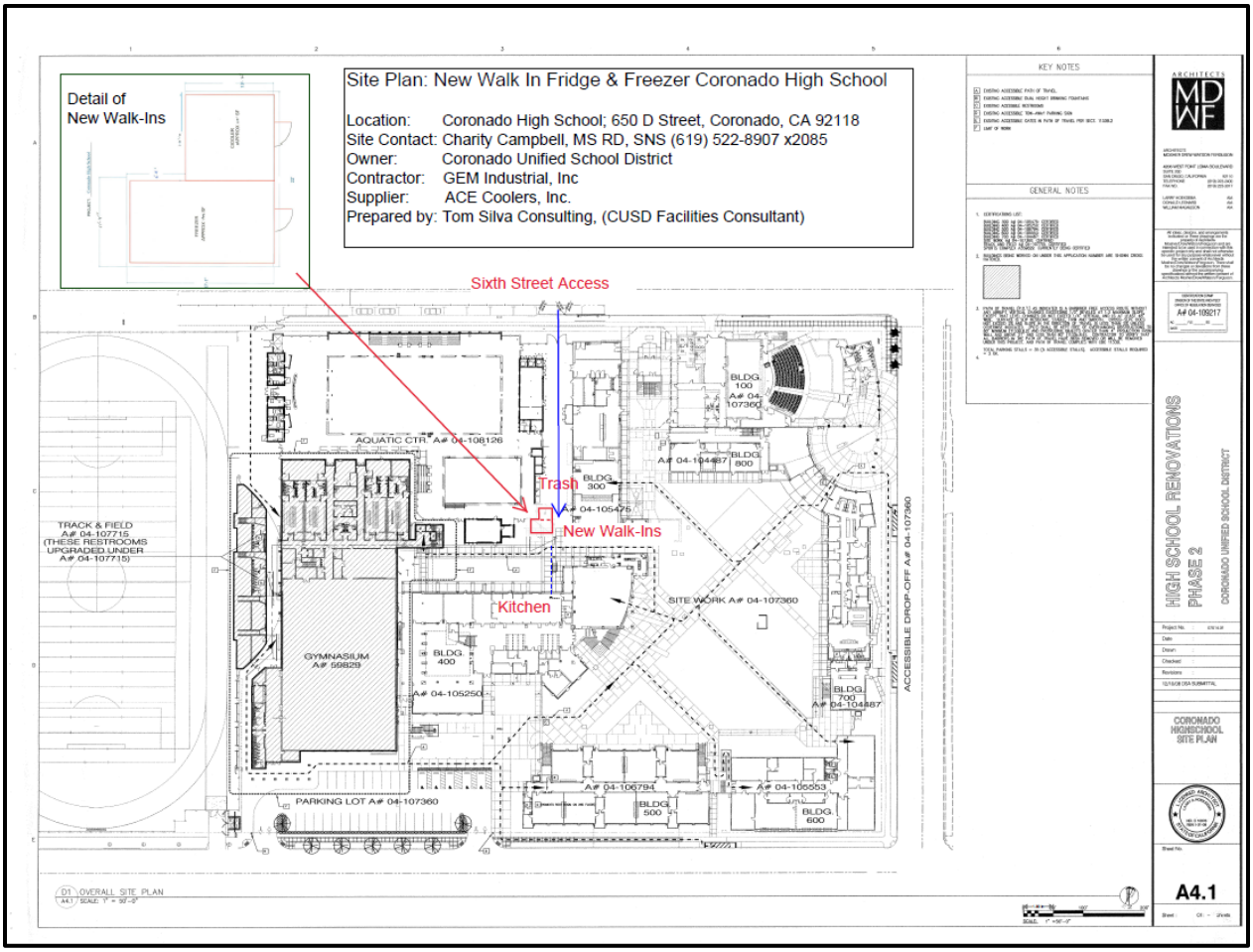
Clerk,

Board of Trustees of Coronado Unified School District

Attachment: EXHIBIT A [Depiction of Location of the Walk-In Freezer & Cooler]

EXHIBIT A

LOCATION OF THE WALK-IN FREEZER & COOLER



323-5/7032369.1

GEM
Industrial Inc
General Contractor Lice # 235465 B C10
16902 Rio Maria Rd, Lakeside, CA 92040
(858) 486-1758 (858) 668-0609 Fax

Change Order Request

From: Doug MacLachlan

Date: 8/7/2024

C.O.R. #: 1

Job Name: Coronado Walk-in Refrigerator/Freezer Combo

RFI #__ or PCO # _____

Description: Remove and replace approximately 290 sq ft of concrete firelane in front of walk-ins

	EXTRA:	CREDIT:
1. Labor	$3,839.26	$0.00
2. Burden @ 33%	$1,266.96	$0.00
3. Labor Total:	$5,106.22	$0.00
4. Material w/ Tax:	$2,035.00	$0.00
5. Tool & Equipment:	$1,780.00	$0.00
6. Subtotal	$8,921.22	$0.00
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	$1,338.18	$0.00
8. Subcontractor Cost:		$0.00
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	$0.00	$0.00
10 Subtotal:	$10,259.40	$0.00
11 Bond not to exceed 2% of item #10:	$205.19	$0.00
12 **TOTAL:**	$10,464.59	
Total Change Order:	**$10,464.59**	

APPROVED:

_____Date:_____

Doug MacLachlan
_____Date: 8/7/2024
Contractor

Project: Coronado Walk-in Freezer /Cooler Scope: R&R 290 Sq Ft of Concrete

Task	Labor	Labor Cost	Material	Material Cost	Equipment	Equipment Cost	Subcontract Cost
Demo & Dispose of Concrete	Laborer ($69.68 X 8 Hour)	$ 557.44	Dump Fees	$ 250.00	Bobcat ($65.00 X 2 Hours)	$ 130.00	
	Operator Grp 3 ($93.76 X 2 Hours)	$ 193.52			Mini Ex ($65.00 C 6 Hours)	$ 390.00	
	Operator Grp 4 ($95.25 X 6 Hours)	$ 571.50			Trucking ($140.00 X 4 Hours)	$ 560.00	
Install Rebar	Cement Mason ($78.65 X 8 Hours)	$ 629.20	Rebar	$ 185.00			
Place & Finish Concrete	Cement Mason ($78.65 X 24 Hours)	$ 1,887.60	Concrete	$ 1,600.00	Concrete Pump	$ 700.00	
		$ 3,839.26		$ 2,035.00		$ 1,780.00	$ -

RECORDING REQUESTED BY
Donnie Salamanca, Deputy Supt.
AND WHEN RECORDED MAIL TO:

Name Donnie Salamanca, CPA

Street Address 201 Sixth Street

City & State Coronado
CA 92118

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is Coronado Unified Shool District
3. The full address of the owner is 201 Sixth Street, Coronado, CA 92118
4. The nature of the interest or estate of the owner is in fee.
   (If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES

6. A work of improvement on the property hereinafter described was completed on 08/19/2024 . The work done was: Construction of a new outdoor Walk In Freezer and Cooler and related site-work.
7. The name of the contractor, if any, for such work of improvement was GEM Industrial, Incorporated Purchace Order 18374
   (If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
8. The property on which said work of improvement was completed is in the city of Coronado , County of San Diego , State of California, and is described as follows: Coronado High School
9. The street address of said property is 650 D Avenue, Coronado, CA 92118
   (If no street address has been officially assigned, insert "none")

Dated: 08/30/2024

Signature of owner of corporate officer of owner named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Deputy Superintendent, Coronado Unified School District the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on August 30 (Date of signature), 20 24 , at Coronado (City where signed), California.

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

Print Form

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: San Diego
1600 Pacific Highway, #260
San Diego, CA 92101

From: (Public Agency): Coronado Unified School District
Donnie Salamanca, Deputy Superintendent
201 Sixth Street, Coronado, CA 92118
(Address)

Project Title: 2024 New Freezer & Cooler Walk-In Project

Project Applicant: Coronado Unified School District

Project Location - Specific:
Coronado High School; 650 D Avenue, Coronado, CA 92118

Project Location - City: Coronado Project Location - County: San Diego

Description of Nature, Purpose and Beneficiaries of Project:
Construction of a 304 square foot exterior Walk-In Freezer & Cooler building. This will serve the school's kitchen and food storage facilities.

Name of Public Agency Approving Project: Coronado Unified School District

Name of Person or Agency Carrying Out Project: Donnie Salamanca, Deputy Superintendent

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption. State type and section number: 15314 Minor Addition to Schools; Class 14
- ☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:
This is a minor addition to the high school campus that does not increase the school's student capacity. The Walk-In is a non school building, and it serves the cafeteria and kitchen staff.

Lead Agency Contact Person: Donnie Salamanca Area Code/Telephone/Extension: 619-522-8900

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: _____ Date: 8/15/2024 Title: Deputy Superintendent

▪ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Revised 2011

AGENDA - August 29, 2024

PUBLIC HEARING (10 min.)
6.1

Public Hearing on Sufficiency of Instructional Materials for 2024-25

Department/Category: INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

Background Information:

In May 2000, the ACLU and other public interest law firms and organizations filed a lawsuit alleging that the state of California lacked equal access to instructional materials and basic resources; provided inadequate instruction; and had massive overcrowding and inadequate, unsafe, and unhealthy facilities. A settlement was reached in August 2004 resulting in several pieces of legislation requiring immediate implementation.

Reports:

The Board of Education must conduct an annual public hearing to make a determination that every pupil has sufficient textbooks and instructional materials in the core areas of mathematics, science, history-social science and English/language arts (including the English language development component of an adopted program) consistent with the content and cycles of the state framework; every student enrolled in world language and health have sufficient textbooks and instructional materials; and laboratory science equipment is available for science laboratory courses in grades 9 through 12. This is the opportunity for public comment at this meeting. The president of the Board of Education will open the hearing with this announcement:

"Now is the time and place for comments from the public concerning the sufficiency of textbooks and instructional materials. Are there any comments?"

Financial Impact:
None

Superintendent's Recommendation:

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

AGENDA - August 29, 2024

ACTION ITEMS (10 min.)

7.1 Adopt Resolution on Sufficiency of Instructional Materials for 2024-25

Department/Category: INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

Background Information:

In May 2000, the ACLU and other public interest law firms and organizations filed a lawsuit alleging that the state of California lacked equal access to instructional materials and basic resources; provided inadequate instruction; and had massive overcrowding and inadequate, unsafe, and unhealthy facilities. A settlement was reached in August 2004 resulting in several pieces of legislation requiring immediate implementation.

Reports:

The Board of Education must conduct an annual public hearing to make a determination that every pupil has sufficient textbooks and instructional materials in the core areas of mathematics, science, history-social science and English/language arts (including the English language development component of an adopted program) consistent with the content and cycles of the state framework; every student enrolled in world language and health have sufficient textbooks and instructional materials; and laboratory science equipment is available for science laboratory courses in grades 9 through 12.

Education Code Section 60119, as amended by the Williams Settlement legislation, defines “sufficient textbooks or instructional materials” to mean that each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. Districts are not required to provide two sets of textbooks or instructional materials for each pupil. Sufficient textbooks or instructional materials, as defined does not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. Through 2024-25, “sufficiency” also means that all pupils within the District who are enrolled in the same course must have standards-aligned textbooks or instructional materials from the same adoption, consistent with Education Code Sections 60119 and 60422.

Additionally, if a district provides students with standards-aligned electronic textbooks, each student must have the electronic equipment necessary to access the materials in class and at home in order to meet the sufficiency standard. If a district provides students with standards aligned web-based instructional materials, each student must have the electronic equipment necessary to access the materials and an active Internet connection in class and at home.

If any students cannot access the electronic instructional materials at home because they do not have the necessary electronic equipment and/or active Internet connection, the district may still meet the sufficiency standard if those students receive printed instructional materials that are identical in content to the electronic or web-based instructional materials.

Alternatively, school districts may meet the sufficiency standard by providing those students with the electronic equipment and/or active Internet connections they need at home to access the materials, but they cannot require students or their parents/guardians to pay for the electronic equipment and/or Internet connections.

If insufficiency of materials is determined, the resolution must explain the reasons for the insufficiency and the action to be taken to remedy the insufficiency. The attached resolution provides all of the information.

Financial Impact:

None for the approval of the resolution.

Superintendent's Recommendation:

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

24-08-01 Resolution on Sufficiency of Instructional Materials 2023-24.pdf

CORONADO UNIFIED SCHOOL DISTRICT
RESOLUTION #24-08-01
Williams Settlement Legislation
Resolution Regarding Sufficiency of Instructional Materials for 2024-25

On motion of Member _____, Seconded by Member _____, the following resolution is adopted:

WHEREAS, the governing board of Coronado Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on August 29, 2024, at 4:00pm, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

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

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program

A complete list of CUSD approved K-8 and 9-12 textbooks and instructional materials can be found on the CUSD website at https://coronadousd.net/Departments/Learning/index.html

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in world language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the 2024-25 school year, the Coronado Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED by the Governing Board on August 29, 2024, by the following vote:
AYES:
NOES:
ABSENT:
STATE OF CALIFORNIA
COUNTY OF SAN DIEGO

I, Karl Mueller, Secretary of the Governing Board, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date: August 29, 2024.

_____ Secretary of the Governing Board

AGENDA - August 29, 2024

REPORTS (30 min.)
8.3 Deputy Superintendent Updates (5 min. + Board Discussion)

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:
CUSD Departments have continued to provide supports and services to students and staff at all sites. These reports include monthly highlights and updates to keep all CUSD shareholders engaged and informed.

Reports:
- Business Services
  - Negotiations Updates
  - Legislative Updates
- Child Nutrition Programs
- Special Programs
- Information Technology

Financial Impact:
There is no financial impact at this time.

Superintendent's Recommendation:
No action needed on this report.

LCAP Goals:
1. Safe and Clean Facilities for Students and Staff
5. Student Engagement & Dropout Prevention

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____
Negotiations Updates and FAQ - CUSD and ACT.pdf
1 August 29, 2024.pdf

Frequently Asked Questions

Regarding 2024 CUSD Labor Negotiations with the Association of Coronado Teachers (ACT)

May 24 update

May 28 update

July 15 update

July 29 update

Monday, July 29 Update

Frequently Asked Questions

Regarding 2024 CUSD Labor Negotiations with the Association of Coronado Teachers (ACT)

Monday, July 29 update (slide 1 of 6)

Mediation Continued to September

Mediation Session on July 18:

Unfortunately no progress was made on the primary issue; salary.
ACT remains at a 10% raise - the same position since April 12th.

Despite the District offering a variety of creative ways to fund a raise without cutting student programs, ACT not only refuses to accept any conditions, they have not offered any ideas of their own on where money for a salary increase could come from.

CUSD will continue to bargain in good faith. The District's continued attempts to seek creative ways to fund a raise shows respect for teachers, a commitment to students, and a clear-sighted, fact-based acknowledgement of the current fiscal reality and ultimate responsibility to provide for our current and future students.

CTA representative Erik Olsen Fernandez has made it abundantly clear that he does not care if CUSD ends up bankrupt. He blatantly disregards CUSD's Board-directed budget plan of a planned reserve spend down, and continues to distribute misleading information.

1. More mediation:

As mentioned previously, CUSD will continue to negotiate in good faith and to communicate all information to our staff and community in a timely and transparent manner.

Unfortunately, CTA Representative Mr. Fernandez mentioned **15 times in the very first bargaining session last March** that this process would end up in factfinding. This point of view is not conducive to good faith bargaining, and does not bode well for a collaborative and mutually agreeable conclusion to our mediation efforts.

2. Factfinding:

Should the parties be certified for factfinding, officials from the Public Employment Relations Board will consider the following and then submit findings and recommendations (which are non-binding):

1. State & federal laws.
2. Local rules, regulations, or ordinances.
3. Stipulation of the parties.
4. The interests & welfare of the public and the financial ability of the public agency. (***Affordability***)
5. Comparison of the wages, hours, and conditions of employment of the employees involved in the factfinding proceeding with the wages, hours, and conditions of the employment of other employees performing similar services in comparable public agencies. (***Comparability***)

SEE NEXT SLIDES FOR INFORMATION ON #4 & #5

Monday, July 29 update (slide 3 of 6)

Factfinding consideration #4 (**Affordability**)

Officials will consider the interests and welfare of the public and the financial ability of the public agency.

- ACT claims that the District can use the reserve monies in Funds 01, 17, & 40 to fund their 10% raise.
- CUSD recognizes that **salary increase expenses are <u>ongoing</u>, and you cannot empty funds in one year and expect to be solvent after that one year is over.**
- The district is confident that our budget numbers are correct, and that a 10% raise will bankrupt the district by 2026-27.

What would happen to the $20m reserve if CUSD accepted ACT's current proposal of a 10% raise?

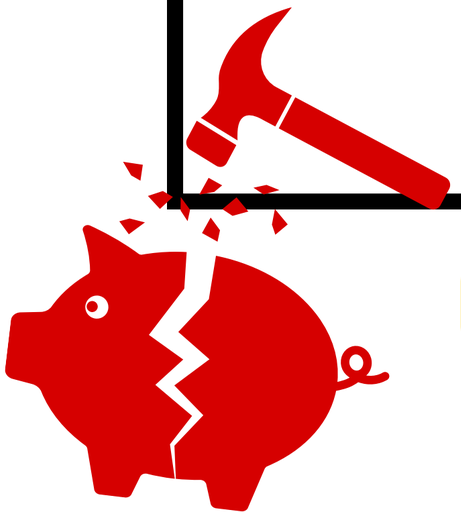
CUSD would be insolvent by 2026-2027! BANKRUPT

Projected Changes in Ending Fund Balance - Incorporating ACT's Proposal (4/12/2024)

CUSD *Projected* Reserves	*Actuals* 2022-23	2023-24	2024-25	2025-26
Projected Ending Balance (All Funds - 01, 17 & 40)	$20.8 million	$16.5 million	$8.0 million	$0.1 million

ACT's proposal would make CUSD insolvent by 2026-27.

2026-27	2027-2028
Negative ($8.3 million)	Basic Aid



This slide was published in our May 20th update and can be found in this FAQ slide deck

Monday, July 29 update (slide 4 of 6)

Factfinding consideration #5 (**Comparability**)

Officials will compare the wages, hours, and conditions of employment of the employees involved in the factfinding proceeding with wages, hours, and conditions of employment with neighboring schools where an employee might work.

ACT	CUSD
CUSD teachers are 11% below average	**CUSD's average teacher compensation is in fact LESS THAN 1% below the average; and the highest teacher compensation is actually above the average.**
ACT compares STATEWIDE data	**CUSD compares SAN DIEGO COUNTY data**
ACT compares Salary ONLY	**CUSD uses Total Compensation Salary + Benefits (best practice)**

FACTFINDING PRIORITIZES LOCAL COMPARISON DATA, NOT STATEWIDE DATA

See next slide for Comprehensive Salary Analysis & Summary

Monday, July 29 update (slide 5 of 6)

Salary and Benefit Comparison (Total Compensation) San Diego County 2022-2023

	LCFF/Basic Aid Funding Per ADA		Maximum Annual H&W Contribution		Total Compensation (Salary + Maximum H&W Benefits)								
					At Lowest Salary Offered		At Salary at BA+60 Step 10		At Highest Salary Offered		At Average Salary Paid		
LEA	Amount	Rank	Amount	Rank	Amount	Rank	Amount	Rank	Amount	Rank	Amount	Rank	Duty Days
BONSALL UNIFIED	$ 10,966	25	$ 5,000	29	$ 60,997	27	$ 84,356	29	$ 114,883	29	$ 88,882	28	183
CAJON VALLEY UNION ELEMENTARY	$ 12,505	16	$ 19,140	10	$ 71,556	12	$ 108,853	9	$ 141,268	7	$ 107,331	16	186
CARDIFF ELEMENTARY	$ 18,069	3	$ 9,118	26	$ 69,745	16	$ 100,737	14	$ 134,543	12	$ 112,789	10	185
CARLSBAD UNIFIED	$ 10,896	26	$ 22,851	4	$ 77,864	3	$ 114,998	4	$ 147,841	3	$ 120,066	3	185
CHULA VISTA ELEMENTARY	$ 11,242	23	$ 15,000	14	$ 70,353	15	$ 98,511	20	$ 126,237	22	$ 104,681	19	185
CORONADO UNIFIED	**$ 10,790**	**28**	**$ 21,173**	**6**	**$ 71,074**	**14**	**$ 102,137**	**13**	**$ 132,950**	**15**	**$ 106,789**	**18**	**186**
ENCINITAS UNION ELEMENTARY	$ 12,418	18	$ 11,160	21	$ 64,214	23	$ 98,601	19	$ 140,847	8	$ 107,707	14	185
ESCONDIDO UNION ELEMENTARY	$ 12,995	9	$ 14,837	15	$ 63,528	25	$ 102,242	12	$ 131,093	16	$ 104,507	20	187
ESCONDIDO UNION HIGH	$ 15,107	4	$ 24,102	3	$ 80,894	2	$ 110,367	8	$ 145,994	4	$ 116,214	7	186
FALLBROOK UNION ELEMENTARY	$ 12,858	12	$ 21,566	5	$ 71,827	11	$ 113,990	6	$ 144,771	5	$ 111,694	11	183
GROSSMONT UNION HIGH	$ 13,528	6	$ 12,633	17	$ 68,502	18	$ 100,433	15	$ 129,564	18	$ 108,207	13	185
JAMUL-DULZURA UNION ELEMENTARY	$ 11,680	20	$ 8,720	27	$ 52,776	30	$ 74,329	30	$ 102,138	30	$ 71,377	30	187
LAKESIDE UNION ELEMENTARY	$ 10,852	27	$ 10,536	22	$ 65,934	21	$ 92,965	26	$ 134,152	14	$ 98,077	25	184
LEMON GROVE ELEMENTARY	$ 12,557	15	$ 9,316	25	$ 72,278	8	$ 93,070	25	$ 128,870	20	$ 107,362	15	185
MOUNTAIN EMPIRE UNIFIED	$ 12,771	13	$ 19,433	9	$ 71,547	13	$ 85,977	27	$ 122,255	26	$ 92,481	26	183
NATIONAL ELEMENTARY	$ 13,604	5	$ 15,782	11	$ 71,977	10	$ 99,351	18	$ 136,460	11	$ 113,574	9	185
OCEANSIDE CITY UNIFIED	$ 12,858	11	$ 25,790	2	$ 76,066	6	$ 110,902	7	$ 137,979	10	$ 116,420	6	185
RAMONA CITY UNIFIED	$ 11,518	21	$ 8,572	28	$ 58,284	29	$ 93,798	24	$ 120,977	27	$ 90,720	27	185
RANCHO SANTA FE ELEMENTARY	$ 20,171	2	$ 11,400	20	$ 68,692	17	$ 97,823	21	$ 128,897	19	$ 101,101	23	184
SAN DIEGO CITY UNIFIED	$ 12,499	17	$ 36,605	1	$ 92,423	1	$ 121,421	1	$ 154,748	1	$ 136,151	1	184
SAN DIEGO COUNTY OFFICE OF ED.	$ 135,311	1	$ 21,104	7	$ 77,233	4	$ 118,216	2	$ 154,005	2	$ 127,095	2	190
SAN DIEGUITO UNION HIGH	$ 11,367	22	$ 4,935	30	$ 72,074	9	$ 117,209	3	$ 142,390	6	$ 119,776	4	186
SAN MARCOS UNIFIED	$ 11,155	24	$ 20,809	8	$ 74,254	7	$ 114,768	5	$ 139,586	9	$ 115,844	8	184
SAN PASQUAL UNION ELEMENTARY	$ 10,416	30	$ 10,057	24	$ 64,012	24	$ 84,392	28	$ 117,684	28	$ 88,166	29	185
SAN YSIDRO ELEMENTARY	$ 13,236	8	$ 10,500	23	$ 67,442	19	$ 95,745	23	$ 123,113	25	$ 107,057	17	186
SANTEE ELEMENTARY	$ 10,695	29	$ 12,000	18	$ 60,666	28	$ 97,409	22	$ 130,744	17	$ 102,564	22	185
SOUTH BAY UNION ELEMENTARY	$ 13,322	7	$ 15,000	13	$ 76,560	5	$ 103,650	11	$ 134,282	13	$ 116,592	5	185
SWEETWATER UNION HIGH	$ 12,994	10	$ 15,130	12	$ 64,573	22	$ 99,892	16	$ 126,092	23	$ 109,659	12	184
VALLEY CENTER-PAUMA UNIFIED	$ 12,280	19	$ 13,529	16	$ 63,235	26	$ 106,976	10	$ 125,114	24	$ 100,889	24	184
VISTA UNIFIED	$ 12,764	14	$ 11,700	19	$ 66,936	20	$ 99,494	17	$ 127,473	21	$ 104,095	21	186
Average	**$ 16,781**		**$ 15,250**		**$ 69,584**		**$ 101,420**		**$ 132,565**		**$ 106,929**		
CUSD Distance from Average Above/(Below)	**$ (5,991)**		**$ 5,923**		**$ 1,490**		**$ 717**		**$ 385**		**$ (140)**		
	LCFF/Basic Aid Funding Per ADA		Maximum Annual H&W Contribution		At Lowest Salary Offered		At Salary at BA+60 Step 10		At Highest Salary Offered		At Average Salary Paid		
					Total Compensation (Salary + Maximum H&W Benefits)								

Notes:

Districts highlighted in **GREEN** are Basic Aid Districts. CUSD anticipates becoming a Basic Aid District in 2027-2028.

Data was not reported by the following districts:

Alpine Union Elementary, Borrego Springs Unified, Del Mar Union Elementary, Dehesa Elementary, Fallbrook Union High, Julian Union Elementary, Julian Union High, La Mesa-Spring Valley Elementary, Poway Unified, Solana Beach Union SD, Spencer Valley Elementary, Vallecitos Elementary SD, and Warner Unified.

Sources:

1) LCFF Funding per ADA: (https://www.cde.ca.gov/fg/aa/pa/lcffsumdata.asp); **2)** 2022-2023 Salary Information: J90: (https://www.cde.ca.gov/ds/fd/cs/); **3)** Maximum Health and Welfare Contribution: Countywide Salary/Benefits Survey (Attached)

click on the document to link to full size version

Total Compensation Chart Notable Facts

How Does CUSD Compare:

- At 40th (of 42) in per pupil funding, CUSD receives funding well below average.
- At 6th (of 30) in Health & Welfare contributions, CUSD teachers are in the top third.
- CUSD's average teacher compenation of $106,789 is only $140 below the average ($106,929).
- CUSD's highest teacher compensation offered is $132,950, which is $385 above the average ($132,565)

These comparisons demonstrate that despite being one of the lowest funded districts, CUSD has prioritized providing total compensation to teachers that is at or above the average of neighboring districts.

Monday, July 29 update (slide 6 of 6)

The ACT bargaining team continues to publish misleading information.

Based on verifiable data, the District is confident that factfinding will show that when it comes to **Affordability** and **Comparability**, the District has provided supportable data showing that any salary increase above what has been put on the table by the District to this point will *lead to insolvency and be linked directly to cuts in student programs this coming year and staffing cuts beginning next March*.

Monday, July 15 Update

Frequently Asked Questions

Regarding 2024 CUSD Labor Negotiations with the Association of Coronado Teachers (ACT)

ACT Declares Impasse

At the June 24 bargaining session, under the direction of ACT President Jennifer Landry, Lead Negotiator Ellen Cody, and CTA Representative Erik Olson Fernandez, ***the ACT team unilaterally declared an impasse.***

After the CUSD team presented counter proposals, the ACT team asked for a recess. After 40 minutes they returned to the bargaining table and almost immediately declared that we are at an impasse. They had not prepared any counter proposals. When the CUSD team began their oral reply, ***the ACT team got up and walked out of the room while CUSD team members were speaking.***

CUSD received the mediation request paperwork on Thursday, June 27th. The first mediation session is scheduled for Thursday, July 18th.

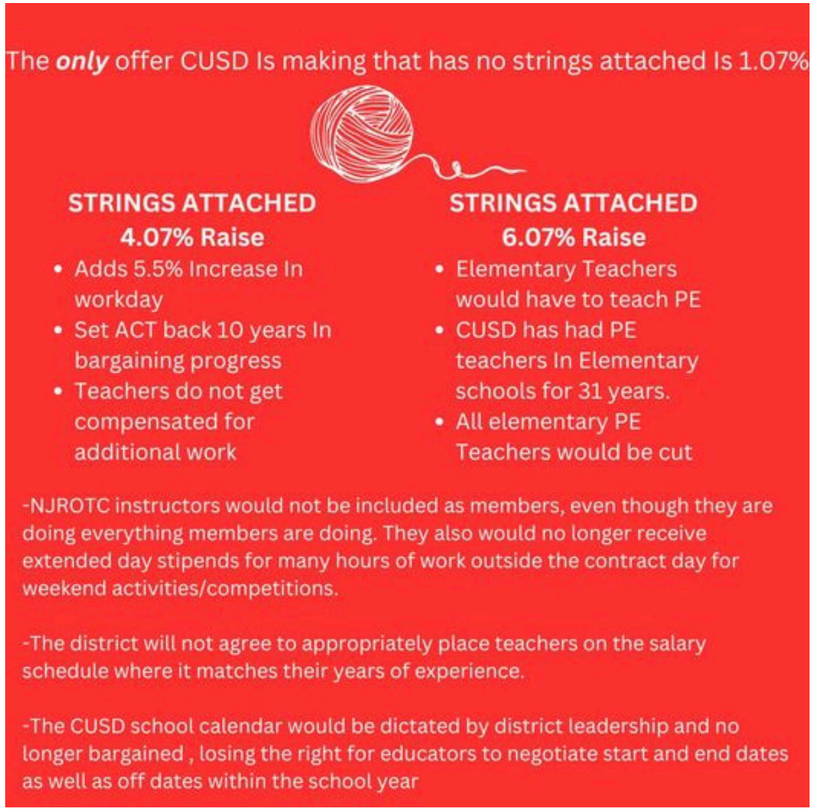
Let's dissect this misleading graphic published by ACT…

- ACT uses the phrase 'strings attached' to describe CUSD's best effort to find a fiscally responsible way to provide/pay for a salary increase without cutting student programs.

- ACT's graphic indicates "the only offer CUSD is making that has no 'strings attached' is the 1.07% COLA."

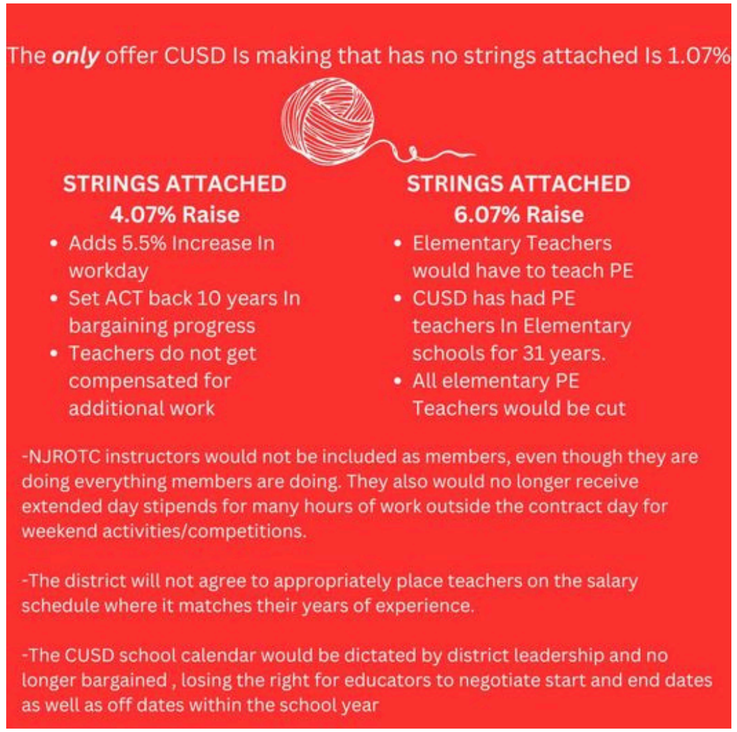
FALSE

- CUSD gives a "Step" increase each year that is not based on performance or additional responsibilities. Though it differs by Step and Range, the median increase for teachers is 2.5%.
- The salary schedule ends in different ranges which results in no increase to teachers who have "maxed out" in years of service in that range.
    - **The District offered to add three steps (Steps 31-33) to the salary schedule for teachers who have maxed out, so that all teachers would get an unconditional increase. This would ensure that every teacher received a step increase.**
- 1.07% for all, plus each teachers' step increase would result in a median increase of 3.57% - no strings attached.



Let's dissect this misleading graphic published by ACT...

- ACT claims that the elimination of 'timecard' activity (which cost the district over $800,000 last year) would result in a 5.5% increase in the teacher workday.
- **CUSD is asking teachers to work 'an assumed' 40 hour work week/8 hour day <u>only</u> if they have a meeting before or after school**, AND **the district will continue to pay teachers for extra supervisory duties and/or teaching during their prep time**.



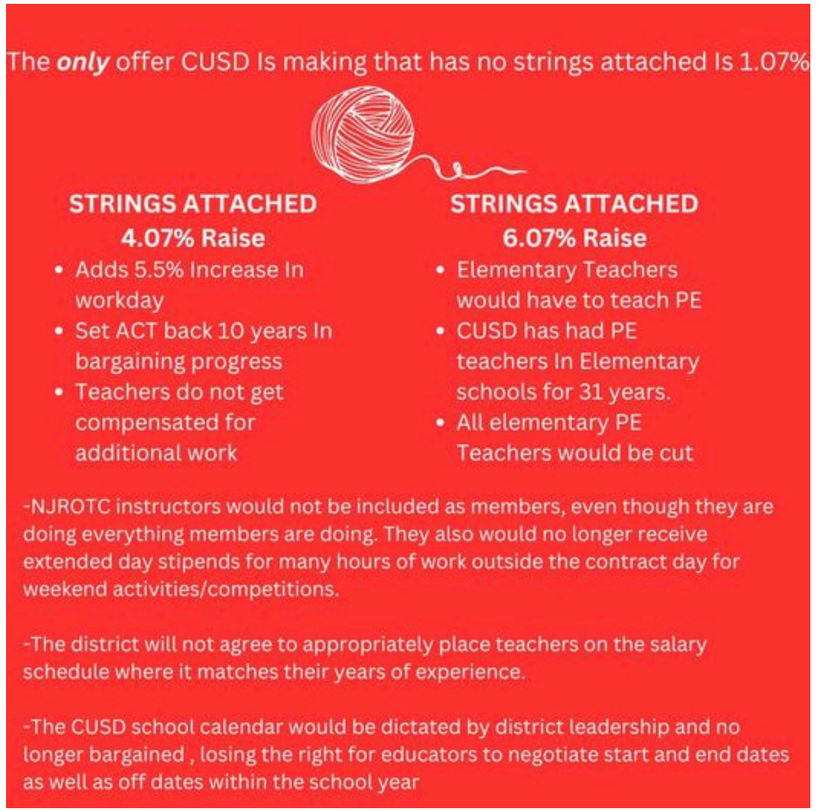
89% of teachers would benefit from a 3% raise vs. the continuation of timecard activity.

Details of the 'timecard offer' which would provide an extra 3% above the 1.07% COLA, plus Step and Column increase, can be found on slides 2-3 of the Tuesday, May 28 update in this slide show.

Let's dissect this misleading graphic published by ACT...

- ACT uses the phrase 'strings attached' to describe CUSD's best effort to find a fiscally responsible way to provide/pay for a salary increase without cutting student programs.

- By having elementary teachers teach PE the district could afford an additional 2% salary increase.
  - Current **PE teachers would not lose their jobs**, they would be reassigned.
  - It is a regular practice that elementary teachers in many districts teach their students PE (as well as all other subjects), including in San Diego Unified which is often used by ACT for salary comparisons.
  - When CUSD began the practice of hiring PE teachers, the positions were funded through PTOs, ostensibly to give classroom teachers more time with their students, not provide additional breaks for teachers.



Details of the elementary PE restructure, which would provide an extra 2% above the 1.07% and Step and Column increase can be found on slides 2 & 4 of the Tuesday, May 28th update in this slide show.

Let's dissect this misleading graphic published by ACT...

- ACT has inappropriately inserted itself into an independent MOU between the US Navy and CUSD.

- NJROTC instructors *operate under a completely different contract than the Collective Bargaining Agreement with ACT*.
- NJROTC instructors have a separate salary schedule and are placed on that salary schedule by the Navy (their salaries begin above the highest column on the CUSD pay scale).
- NJROTC instructors receive increases each January, again set by the Navy and not the District.
- NJROTC instructors are evaluated by US Navy personnel, as well as the District.
- NJROTC instructors work on an 11 month contract which includes weekends and meetings/events outside of school hours during the week.

The ***only*** offer CUSD Is making that has no strings attached Is 1.07%

STRINGS ATTACHED
4.07% Raise

- Adds 5.5% Increase In workday
- Set ACT back 10 years In bargaining progress
- Teachers do not get compensated for additional work

STRINGS ATTACHED
6.07% Raise

- Elementary Teachers would have to teach PE
- CUSD has had PE teachers In Elementary schools for 31 years.
- All elementary PE Teachers would be cut

-NJROTC instructors would not be included as members, even though they are doing everything members are doing. They also would no longer receive extended day stipends for many hours of work outside the contract day for weekend activities/competitions.

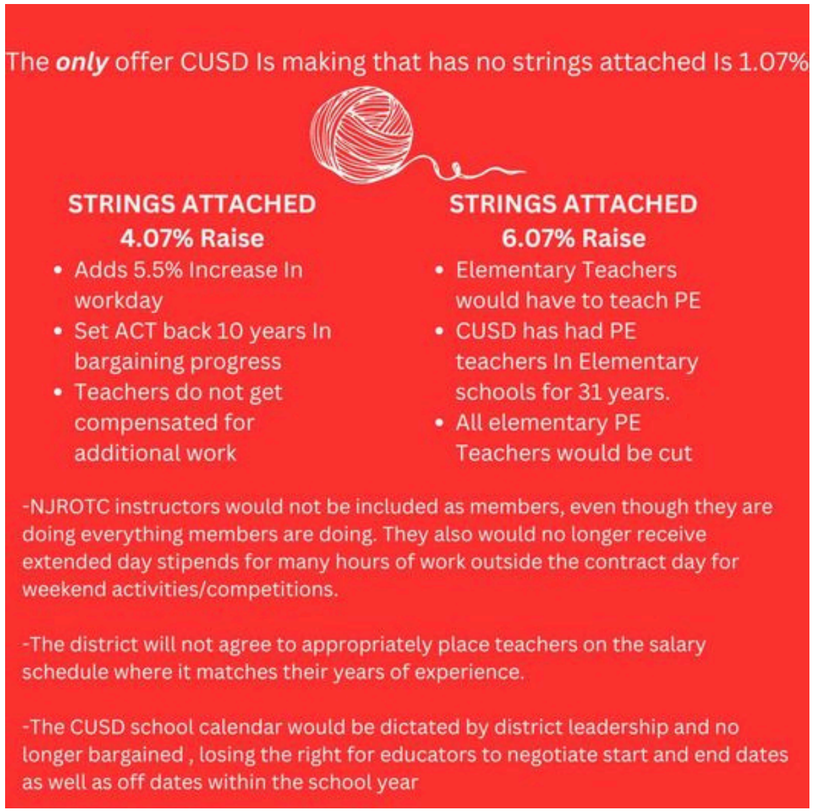
-The district will not agree to appropriately place teachers on the salary schedule where it matches their years of experience.

-The CUSD school calendar would be dictated by district leadership and no longer bargained , losing the right for educators to negotiate start and end dates as well as off dates within the school year

Let's dissect this misleading graphic published by ACT...

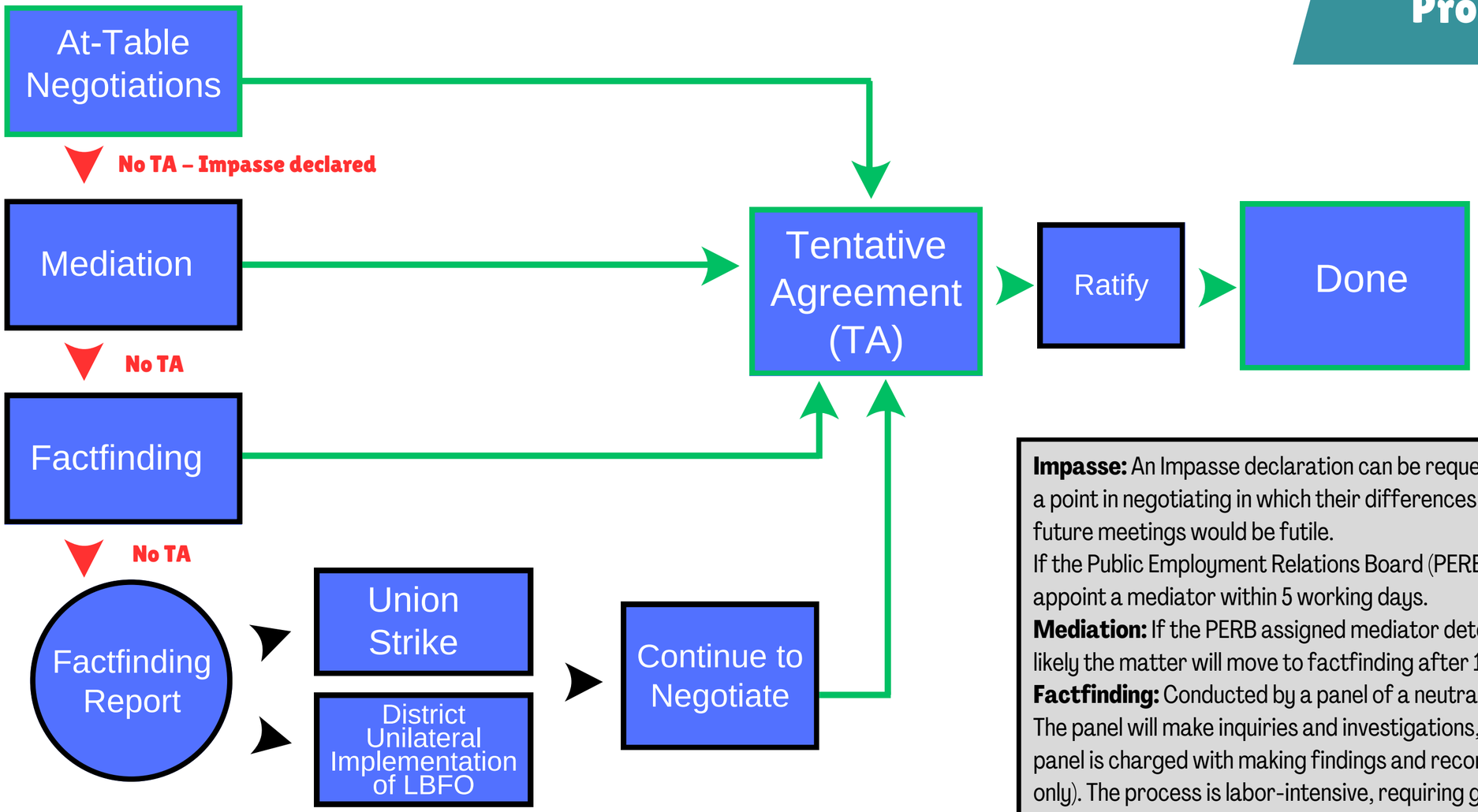
- ACT opposes a school calendar that prioritizes student achievement and community wishes.

- CUSD desires to have the right to create a school calendar that prioritizes **student academic achievement and mental wellness as the #1 objective.**
- Students in the Superintendent's Advisory Council at the middle and high schools asked the Superintendent to consider a change in calendar to allow for finals before winter break.
- Parents and community members have written letters to the district and Governing Board asking to change the calendar to allow for finals before winter break.
- Data shows that most neighboring districts are moving to an earlier start date to allow for finals before winter break.
- Changing the start date will not affect how many days teachers work. Teachers will work 186 days regardless of the calendar details (180 student contact days and six teacher workdays).



Monday, July 15 update (slide 7 of 7)

Collective Bargaining Process Timeline



Impasse: An Impasse declaration can be requested by either party when the sides have reached a point in negotiating in which their differences in positions are so substantial or prolonged that future meetings would be futile.
If the Public Employment Relations Board (PERB) determines that an impasse exists, it will appoint a mediator within 5 working days.
Mediation: If the PERB assigned mediator determines that either party appears intractable it is likely the matter will move to factfinding after 15 days.
Factfinding: Conducted by a panel of a neutral chairperson and an appointee from each party. The panel will make inquiries and investigations, and hold hearings. If no settlement is reached the panel is charged with making findings and recommendations (the Factfinding Report is advisory only). The process is labor-intensive, requiring gathering a large amount of data and presentations by both sides.
Post Factfinding: The parties usually negotiate again. Absent an agreement, the District may implement its LBFO (Last Best Final Offer). If the parties still do not agree, the teachers' union may strike.
Strike: Can only be used after a vote of the union membership and must give the district reasonable notice of intent to strike.

Tuesday, May 28 update

Frequently Asked Questions

Regarding 2024 CUSD Labor Negotiations with the Association of Coronado Teachers (ACT)

ACT rejects 6.07% pay raise

Unfortunately, negotiations between the District and ACT have stalled. The District negotiating team found creative ways to fund a salary increase without cutting student programs, and still live responsibly within our current budget reality.

The offer was rejected:

ACT refused to move from 10% (the same proposal they have made for the last four sessions) or compromise on any working conditions in exchange for CUSD's possible **6.07% pay raise offer**.

SEE NEXT SLIDE FOR OFFER DETAILS

Tuesday, May 28 update (2 of 4)

ACT rejects 6.07% pay raise

CUSD proposed 6.07% pay raise offer

Base Salary Increase/COLA	Cost	Conditions	Savings
1.07%	$224,700	None	N/A

	Options for *additional* salary increase	Cost	Conditions	Savings	
Additional	3%	$630,000	**Limit timecard activities** to supervision & teaching during prep. This aligns more closely with San Diego USD language regarding 40 hour professional work week.	$630,000	learn why this 3% is an equitable opportunity for ALL ACT members
Additional	2%	$420,000	**Restructure elementary PE** and adjust prep language. This aligns more closely with San Diego USD language.	$420,000	Elementary PE is a state requirement. How can we save $420K here?

Total possible offer = 6.07%

Under the current salary schedule, teachers receive an automatic "Step" pay increase (amounting to a median increase of 2.5%). Added to this 6.07%, this amounts to a potential ***8.57% pay raise per teacher****.*

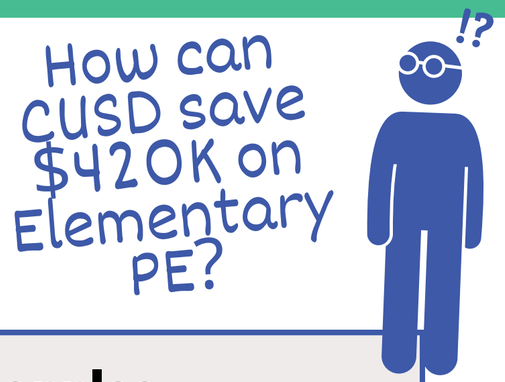
What does this mean? How is this more equitable?

"Limit timecard activities" (for a 3% raise)

CUSD spent over $800,000 in additional timecard compensation in the 2022-23 school year which is equivalent to a 4% salary increase.

- Not all teachers timecard, while some timecard extensively. This proposal is equitable for all teachers, not just some.
- Timecard compensation includes work that teachers perform during their prep time or before/after school hours, including work on committees, attendance at IEP or 504 meetings, supervision, etc. *(*prep time is **not** duty free. It is time designated for teachers to tend to their professional responsibilities).*
- Most districts include these responsibilities within the work week. But in CUSD teachers can timecard if they perform these duties.
- The District will still retain 1% of the funding for supervision and duties that occur outside of the workday that are deemed essential by our principals.

"Restructure Elementary PE" (for a 2% raise)



ACT often compares its salaries to San Diego USD but fails to make an apples to apples comparison. CUSD's salary proposal includes a 2% increase in compensation by more closely aligning teacher duties and workday with SDUSD.

- CUSD elementary teachers have **more than double** the amount of prep time compared to SDUSD teachers (450 vs 180 minutes, every two weeks).
- CUSD hires additional staff to provide teachers with prep time. CUSD elementary teachers have prep time while their students are at PE, iLab, music, and art. *(*prep time is **not** duty free. It is time designated for teachers to tend to their professional responsibilities).*
- Teachers would still get the same amount of prep time required in their contract without decreasing the amount of instructional time provided to students.

May 20, 2024

This presentation includes questions submitted or asked after reading flyers, videos or website information distributed by ACT.

For a full update on ACT/CUSD Negotiations please visit our website Labor Negotiations page:
https://coronadousd.net/Our-District/Labor-Negotiations/index.html

Who makes up the bargaining teams for ACT and CUSD?

CUSD Bargaining Team -
Donna Tripi, Director of Human Resources; Donnie Salamanca, Deputy Superintendent; Brooke Falar, CMS Principal; Megan Battle, Senior Director of Learning; Angelica Paredes, Director of Fiscal Services.

- As long-time counsel for CUSD, Jordan Bilbeisi attends sessions on an as-needed basis.

ACT Bargaining Team -
Ellen Cody, Elementary Reading Specialist; Sean Castillo, CHS Math Teacher, Brian Schumeyer, CMS PE Teacher; Katie Quinly, CHS Special Education Teacher; Kerri Ramirez, Elementary Teacher.

- Jennifer Landry, ACT President, is not on the team but is on release time from her CHS classes during negotiations.
- New to the team/CUSD this year is Erik Olson Fernandez (Labor Representative for the California Teachers Association). Local chapters of the California Teachers Association (CTA) may elect to have representatives from CTA advise them during negotiations. Follow the links below to learn more about Erik's work as a community organizer with labor unions.

  Links:

  - How we are winning teacher strikes with social justice unionism (**link**)
  - Bridging union organizing with nonviolence principles (**link**)

CUSD's philosophy going into Negotiations: Building a Bridge to Basic Aid, getting to 2027-2028

- While the district cannot negotiate more than three years out, there is a stated commitment from CUSD directly to ACT to deliver a deserved pay raise in a fiscally responsible manner upon reaching Basic Aid, or sooner, as State funding allows.

School districts across California are faced with 3 major issues, which together create a difficult fiscal reality:

1. **Declining enrollment**
2. **End of one-time Covid funding**
3. **Lower than predicted Cost of Living Adjustment from the State**

- Despite a bleak long term budget outlook in California, unlike others, CUSD has reason for hope. We have been working and planning toward a locally funded Basic Aid future (with an anticipated $8-$12 million budget increase in SY 2027-28), and now we find ourselves near the finish line. Unfortunately the State came up unexpectedly and significantly short of its projected budget. As a result, our Long Range Plan 'Bridge to Basic Aid' objective of **strategically spending down our reserve to prioritize programs for students**, by no fault of our own, has been compromised.

- We have spent years building the district and programs we want in place when we reach Basic Aid. There will be money for staff and programs at that time, but until then **we will not compromise the pathways and programs we have built for our students**.

Understanding the "Bridge to Basic Aid"

The Bridge to Basic Aid philosophy was created 7 years ago as part of the Long Range Plan. The plan states, *"present the Governing Board with a structurally balanced budget that includes a planned spend down of reserve funds and minimizes impacts to programs while maximizing student achievement and learning."*

Projected Changes in Ending Fund Balance

Second Interim (March 2024)

CUSD *Projected* Reserves	*Actuals* 2022-23	2023-24	2024-25	2025-26
Projected Ending Balance (All Funds - 01, 17 & 40)	$20.8 million	$16.5 million	$10.5 million	$5.1 million

Basic aid ~ $8-12 millions more in ongoing, increased funding.

IF we can get there...

2026-27	2027-2028
Negative ($0.8 million)	Basic Aid

Based on current projections, **CUSD intends to file a "Qualified" certification THIS budget cycle** meaning it may not be able to meet its financial obligations in this budget window.

Budgets are based on the best available information we have at the time. The numbers in this chart do not include any salary increases other than an annual step increase (median of 2.5%) as negotiations for 2024-25 and beyond are still ongoing.

It has been stated publicly that the district is hiding $20 million.

This chart reflecting $20 million reserve is not 'hidden.'

It is posted on the CUSD website and is included in every budget presentation, consistent with the district's Long Range Plan.

Projected Changes in Ending Fund Balance

Second Interim (March 2024)

CUSD *Projected* Reserves	*Actuals* 2022-23	2023-24	2024-25	2025-26	2026-27	2027-2028
Projected Ending Balance (All Funds - 01, 17 & 40)	$20.8 million	$16.5 million	$10.5 million	$5.1 million	*Negative* *($0.8 million)*	Basic Aid

Basic aid ~ $8-12 millions more in ongoing, increased funding.

IF we can get there...

Budgets are based on the best available information we have at the time. The numbers in this chart do not include any salary increases other than an annual step increase (median of 2.5%) as negotiations for 2024-25 and beyond are still ongoing.

What would happen to the $20m reserve if CUSD accepted ACT's current proposal of a 10% raise?

CUSD would be insolvent by 2026-2027!

Projected Changes in Ending Fund Balance - Incorporating ACT's Proposal (4/12/2024)

CUSD *Projected* Reserves	*Actuals* 2022-23	*2023-24*	*2024-25*	*2025-26*
Projected Ending Balance (All Funds - 01, 17 & 40)	$20.8 million	$16.5 million	$8.0 million	$0.1 million

ACT's proposal would make CUSD insolvent by 2026-27.

2026-27	*2027-2028*
Negative ($8.3 million)	Basic Aid

ACT claims that CUSD has the "ability to honor all of our bargaining requests" if they just "shift their priorities."

The district's priority has been and will continue to be to maintain student programs and the student experience while intentionally spending down reserves creating a Bridge to Basic Aid (expected in the 2027- 2028 school year).

CUSD will always prioritize students.

CUSD has extended an offer to create a committee to establish a common understanding of the budget. The committee would have the opportunity to offer suggestions on how we might shift priorities to fund their proposed salary increase.

The ACT bargaining team *rejected* the offer.

In order to meet ACT's current salary demands, the following programs will likely need to be eliminated or significantly reduced:

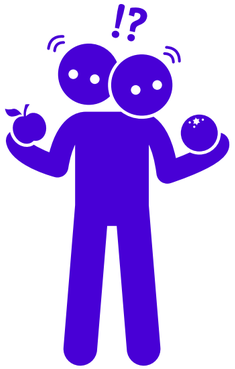
- **Bus transportation**
- **CoSA**
- **Elementary PE**
- **STEM programs**
- **VAPA programs**
- **Electives**

Comparing apples to apples with teacher salaries (1)

- **ACT says CUSD teacher pay is 11% below the statewide average.**
- **Averages don't tell an accurate story, as the state doesn't fund districts equally.**

CUSD is ranked **40th of 42** districts in the county in per pupil funding

link to SD funding per ADA



ACT uses SDUSD as an example.
Compare Basic Aid Funded Districts, SDUSD, CUSD:

Average Basic Aid funded districts receive $18,806 per student (SD county)
SDUSD receives $12,498 per student
CUSD receives $10,789 per student

- **CUSD receives $1,709 LESS per student than SDUSD.**
- **If CUSD received the same amount of funding per pupil as SDUSD we would have $4.8 million more every year.**
- **When we get to Basic Aid CUSD will receive $8 - $12 million more per year (depending on property tax revenues).**

Comparing apples to apples with teacher salaries (2)

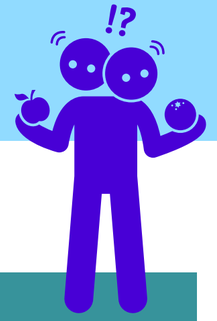
In addition to SDUSD's additional available funding (previous slide), salary comparisons need to include job duty comparisons. SDUSD teachers provide services that CUSD hires additional and/or pays staff to provide.

SDUSD teachers work under a different Collective Bargaining Agreement (CBA):

SDUSD	CUSD	Budget Impact
Preparation Time SDUSD elementary teachers have 180 minutes of prep time every two weeks.	**Preparation Time** CUSD elementary teachers have 450 minutes of prep time every two weeks. *(CMS teachers avg. 490 minutes every 2 weeks, and CHS teachers avg. 838 minutes every 2 weeks.)*	Additional staff must be hired for other duties (PE, recess, etc.) to fill in when teachers have their prep time. **This is the equivalent of a 2% salary increase.**
Adjunct or Additional Duties Within the CBA, additional duties include: recess, morning/afternoon gate, providing all or part of PE instructional minutes required by state, IEP meetings, committee meetings, Open Houses, Back to School Nights, etc. outside of school day without additional compensation.	**Adjunct or Additional Duties** CUSD teachers are provided additional compensation (timecard or release time) for IEPs on their prep time or after hours, Open House/Back to School Night, site committee meetings, etc.	SDUSD salary includes IEP meetings, committee meetings, etc. within the 40 hour work week. CUSD teachers receive additional compensation for this time. **CUSD spent over $800,000 in additional timecard compensation in the 2022-23 school year. This is the equivalent of a 4% salary increase.**

CUSD offered a 3% pay raise through an identified reduction in funding if elementary teachers were willing to take on the instructional minutes required of PE, as SDUSD teachers have, which would eliminate the current staff necessary to instruct those classes. ACT rejected the offer.

Comparing apples to apples with teacher salaries (3)

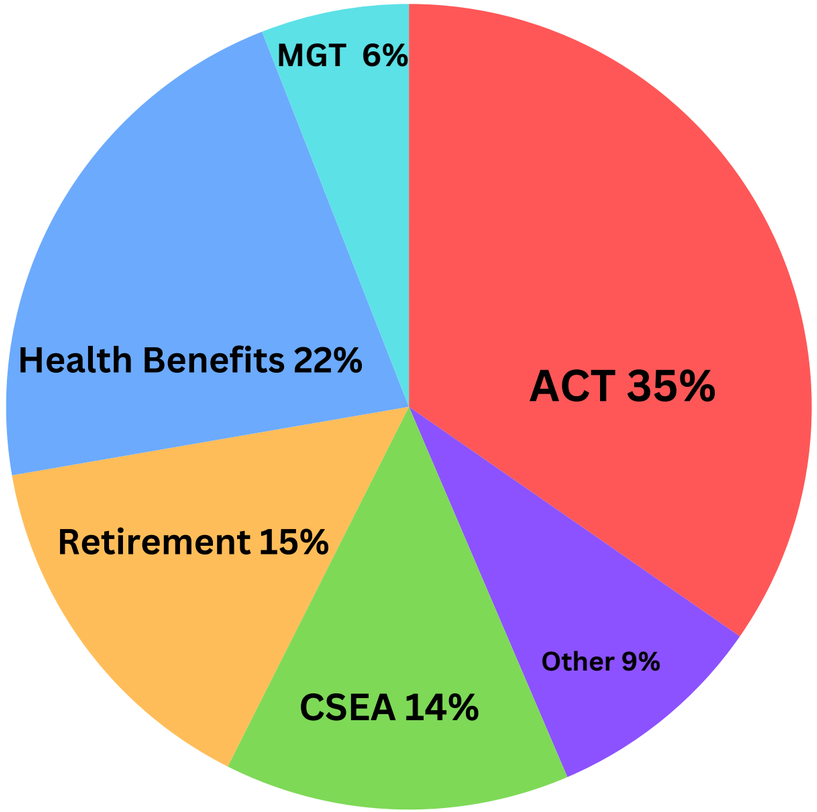


ACT says CUSD teacher pay is 11% below the statewide average.

- 42% of CUSD current teachers' salaries are *above* (some far above) the county average of $94,915.
- As in any industry, employees with little experience and/or without advanced degrees start at the lower end of the pay scale and work their way up. With nearly 25% of CUSD teachers at entry level, the 'average' salary will naturally be lower.
- At $111,777 CUSD's "average highest teacher" salary is above the state average ($109,755) of highest salary offered.
- As demonstrated on the previous slide, many CUSD teachers receive additional pay based on 'timecard' pay not available in other districts, and not included in salary comparisons.
- Additionally, our clinical counselors and program specialists who are at a higher pay rate are mid-management in our district and not included in the teachers' salary averages, where they are included in the teachers' bargaining unit in most districts.

ACT says the District received 21% COLA over the last two years. Why doesn't the district devote the full COLA to teachers' salaries?

21% COLA TO CUSD FROM CA * (2022-23 & 2023-24)



ACT Raises = 35% of COLA
$1,560,000

CSEA Raises = 14% of COLA
$600,000

Management Raises = 6% of COLA
$260,000

Employee Retirement = 15% of COLA
$654,815

Health Benefits = 22% of COLA
$968,672

Everything else = 9% of COLA
$378,687

Teachers received a 4% raise each of the last 2 years (8%) in addition to their regular Step & Column pay raise (median pay increase is 2.5% per year.)

* this chart illustrates how all of 21% COLA was spent. There is no % of this money remaining.

COLA

Cost of Living Adjustment

The State determines the annual COLA amount

State

District

Districts are responsible for dividing the COLA among **all categories.** COLA does not fully fund cost increases in any category.

*COLA is intended to cover all the costs associated with educating children. It includes, but is not limited to cost of **staffing**, **instructional materials**, **utility costs**, and **supplemental services***

How has the district responded to the teachers' pay raise requests?

March 18, 2024	ACT initially asked for an 11% pay raise which would cost the District $2.3 million. ACT's proposal would cause the district to be insolvent by the 2025-26 school year.
March 26, 2024	CUSD offered a pay raise equivalent to the state's final COLA (whatever the final COLA is after the state finalizes its budget in June). The current estimated COLA is a little more than 1%.
April 14, 2024	ACT rejected the COLA pay raise and countered with a 10% pay raise. A 10% pay raise would cost the district $2.1 million (ongoing and compounded annually).
April 30, 2024	CUSD offered a 3% pay raise if elementary school PE duties were assigned to classroom teachers thus eliminating the need for extra staff to teach PE (a common practice in many districts including SDUSD which ACT commonly uses for comparison).
	ACT rejected the proposal.

CLICK HERE to read a comprehensive list of proposals and responses between ACT and CUSD

ACT says that 23.5% of certificated employees have less than two years longevity in the district.

Teacher retention is a state and nationwide issue.

A recent analysis (May 2023, updated March 2024) conducted by Education Resource Strategies, states that an average of **23% of teachers nationwide left their schools in the 2022-2023 school year.**

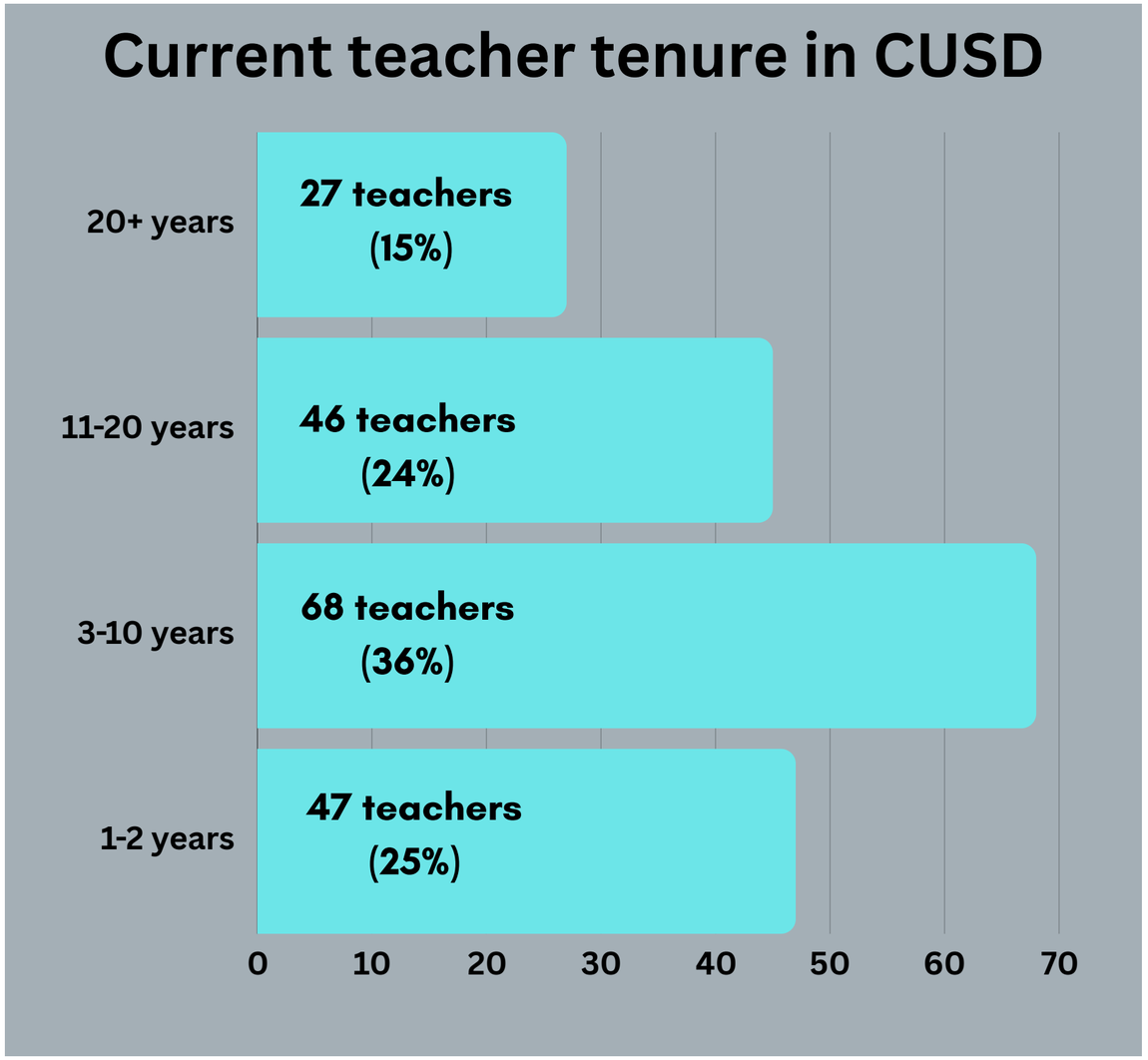
- ACT claims this a CUSD issue, when in fact the pandemic created the challenge of keeping great teachers in the classroom for schools across the country. Many left their schools, districts, and the profession.
    - When teachers are successful in their first two probationary years, they achieve tenure. CUSD puts a great deal of effort into supporting new hires, but they are not always a fit.
        - These teachers are either non-reelected or resign in the first two years, prior to achieving tenure.
            - 23% of teachers ***in the last seven years*** were either non-reelected or resigned in lieu of non-reelection.
- Because of the teacher shortage, districts have responded by honoring more years of experience when moving to a new district. For some teachers, this has given them the freedom to move to a district closer to home. **In CUSD, we recently agreed to grant 25 years of experience to incoming teachers, attracting more experienced teachers to our district.**

ACT claims that the "poor level of compensation has led to massive retention problems in CUSD." Do we have a retention problem?

let's see....

- CUSD keeps track of the reasons teachers give for leaving our district.
  - From 2017 to the present (not including end of 2024 data), 115 teachers left the district which employs approximately 190 teachers each year.
    - 31% retirement
    - *23% non-reelected or resigned in lieu of non-reelection (see previous slide)*
    - 23% resignation
    - 11% military deployment/out of state moves
    - 10% temporary and reached the end of their assignment
    - 2% deceased

39% of CUSD teachers have been in the district 11 years or more.



Health & Welfare Benefits Claim

ACT claims that the District's health and welfare benefits costs are 25.8% of the total "outgo," below the statewide average.

Districts are compared by the maximum annual contribution that they make toward an employee's health and welfare package. CUSD's maximum health and welfare package for our employees in the 23-24 school year is $22,665. As reported in San Diego County's recently published Salary Survey, **CUSD ranks 8th highest of the 33 county districts** who participated in the survey. The three districts at 6th, 7th, and 8th are within $100.

ACT Ask:

In addition to an 11% salary increase, ACT asked for a major increase to the health and welfare package - that all members working in a 50% or more assignment, be entitled to full medical, dental, vision, life insurance, and long-term disability coverage. CUSD would pay premium payments up to 100% of the employee plus family composite (employee + spouse/domestic partner + children) rate.

District:

CUSD currently covers full benefits for full time employees and their children. If the employee adds their spouse, the district pays 65% of the family composite rate of their choice of plan. For the two-party plan (employee + spouse/domestic partner), the district pays a higher percentage of the cost of their choice of plan. For members who are less than full time, the district prorates its premium payments equal to the teacher's contract percentage.

ACT Ask:

ACT conceded that employees need to work full time in order to be eligible for fully paid health and welfare benefits for themselves and their children. However, they are requesting 100% of the two-party plan, and asking for 75% of the family composite rate.

District:

The District is unable to increase health and welfare benefits at this time. In fact, due to rising healthcare costs, <u>CUSD paid an average of 7.8% MORE for employee healthcare benefits this year.</u>

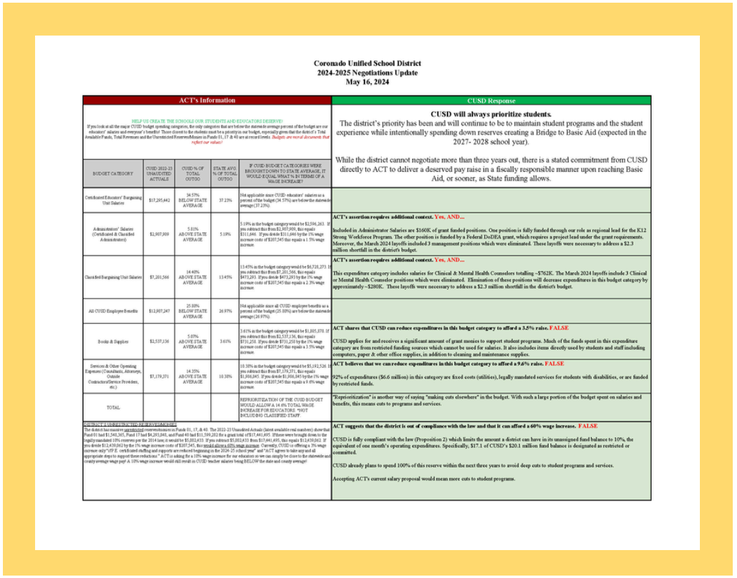
STAY Informed

1

Click here to visit our Labor Negotiations page on the CUSD website - or use the QR code

2

Click here to view one-page direct response to ACT paid advertisement in the Eagle newspaper



Coronado Unified School District
2024-2025 Negotiations Update
May 16, 2024

ACT's Information	CUSD Response
HELP US CREATE THE SCHOOLS OUR STUDENTS AND EDUCATORS DESERVE! If you look at all the many CUSD budget spending categories, the only categories that are below the statewide average percent of the budget are our educators' salaries and overall "Certificated Salaries" (which includes Administrators' salaries). Our educators are the district's 2nd most valuable Parts, Tools Personnel, and the Unrestricted Expenditures of Funds 01, 17 & 40 are severely limited. *Budget percent of expenditures that reflect our values!*	**CUSD will always prioritize students.** The district's priority has been and will continue to be to maintain student programs and the student experience while intentionally spending down reserves creating a Bridge to Basic Aid (expected in the 2027- 2028 school year). While the district cannot negotiate more than three years out, there is a stated commitment from CUSD directly to ACT to deliver a deserved pay raise in a fiscally responsible manner upon reaching Basic Aid, or sooner, as State funding allows.
BUDGET CATEGORY / FY22-2023 LR UNAUDITED ACTUALS / % OUTS OF TOTAL OUTGO / STATE AVG % OF TOTAL OUTGO / IF CUSD BUDGET CATEGORIES WERE BROUGHT DOWN TO STATE AVERAGE, IT WOULD EQUAL WHAT'S BETTERMENT OF A 10% INCREASE!!!	
Certificated Educators' Bargaining Unit Salaries / $17,205,442 / 36.75% BELOW STATE AVERAGE / 37.25% / For applicable years CUSD educators' salaries are a percent of the budget (36.75%) are below the statewide average (37.25%)	
Administrators' Salaries (Certificated & Classified Administrators) / $2,807,300 / 5.01% ABOVE STATE AVERAGE / 5.09% / 5.09% is the budget category total for $2,556,363. If we subtract this from $2,807,300, this equals $251,000. If you divide $251,000 by the 3% wage increase cost of $107,245 this equals a 1.3% wage increase	**ACT's assertion requires additional context. Yes, AND...** Included in Administrator Salaries are $160K of grant funded positions. One position is fully funded through our role as regional lead for the K12 Strong Workforce Program. The other position is funded by a Federal DoDEA grant, which requires a project lead under the grant requirements. Moreover, the March 2024 layoffs included 3 management positions which were eliminated. These layoffs were necessary to address a $2.3 million shortfall in the district's budget.
Classified Bargaining Unit Salaries / $7,201,368 / 14.40% ABOVE STATE AVERAGE / 13.45% / 13.45% is the budget category total for $6,726,251. If we subtract this from $7,201,368, this equals $475,117. If you divide $475,117 by the 3% wage increase cost of $107,245 this equals a 1.3% wage increase	**ACT's assertion requires additional context. Yes, AND...** This expenditure category includes salaries for Clinical & Mental Health Counselors totalling ~$763K. The March 2024 layoffs include 3 Clinical or Mental Health Counselor positions which were eliminated. Elimination of these positions will decrease expenditures in this budget category by approximately ~$200K. These layoffs were necessary to address a $2.3 million shortfall in the district's budget.
All CUSD Employee Benefits / $13,897,247 / 27.80% BELOW STATE AVERAGE / 28.97% / For applicable years all CUSD employee benefits are a percent of the budget (27.80%) are below the statewide average (28.97%)	**ACT shares that CUSD can reduce expenditures in this budget category to afford a 3.5% raise. FALSE** CUSD applies for and receives a significant amount of grant monies to support student programs. Much of the funds spent in this expenditure category are from restricted funding sources which cannot be used for salaries. It also includes items directly used by students and staff including computers, paper & other office supplies, in addition to cleaning and maintenance supplies.
Books & Supplies / $3,537,130 / 7.07% ABOVE STATE AVERAGE / 5.61% / 5.61% is the budget category total for $1,891,816. If we subtract this from $3,537,130, this equals $1,645,314. If you divide $1,645,314 by the 3% wage increase cost of $107,245 this equals a 1.7% wage increase	**ACT believes that we can reduce expenditures in this budget category to afford a 9.6% raise. FALSE** 32% of expenditures ($6.6 million) in this category are fixed costs (utilities), legally mandated services for students with disabilities, or are funded by restricted funds. "Esportecialization" or another way of saying "making cuts elsewhere" in the budget. With such a large portion of the budget spent on salaries and benefits, this means cuts to programs and services.
Services & Other Operating Expenses (Contracted Attorneys, Outside Contractors/Service Providers, etc.) / $7,176,371 / 14.35% ABOVE STATE AVERAGE / 10.38% / 10.38% is the budget category total for $5,183,316. If we subtract this from $7,176,371, this equals $1,993,057. If you divide $1,993,057 by the 3% wage increase cost of $107,245 this equals a 9.4% wage increase	**ACT suggests that the district is out of compliance with the law and that it can afford a 400% wage increase. FALSE** CUSD is fully compliant with the law (Proposition 2) which limits the amount a district can have in its unassigned fund balance to 10%, the equivalent of one month's operating expenditures. Specifically, $17.5 of CUSD's $20.1 million fund balance is designated as restricted or committed. CUSD already plans to spend 100% of this reserve within the next three years to avoid deep cuts to student programs and services. Accepting ACT's current salary proposal would mean more cuts to student programs.
TOTAL / / / / REPRESENTATION OF THE CUSD BUDGET WHEN ALLOW A 10.4% TOTAL WAGE INCREASE FOR EDUCATORS "WITH INCLUDING CLASSIFIED STAFF	
ACT'S ASSERTION: CUSD IS OUT OF COMPLIANCE	
The district has recently approved reserve reductions in Funds 01, 17, & 40. The 2022-23 Unaudited Actuals (latest available) are unaudited, show that Fund 01 had $1,245,345, Fund 17 had $8,205,040, and Fund 40 had $11,509,283 for a grand total of $17,441,669. When were brought down to the state average percentage of 10% of total outgo, the total equal $17,441,669 minus $20,100,000 = -$2,658,331. If we divide the total by the 3% wage increase cost of $107,245, this equals a 10% wage increase. Currently, CUSD is offering a 3% wage increase only! OF E. switch and staffing and supports are reduced beginning in the 2024-25 school year" and "ACT agrees to take any and all appropriate steps to support these reductions." ACT is asking for a 10% wage increase for our educators, or one-size-simply for educators to the statewide and county average wage pay! A 10% wage increase would dell result in CUSD teacher salaries being $82,000 (the state and county average)	**ACT's assertion requires additional context. Yes, AND...** The district's stated commitment to ACT is to deliver a deserved pay raise in a fiscally responsible manner upon reaching Basic Aid, or sooner, as State funding allows.

3

Click on the Ask Us Anything link to send us your questions so we can add to this slide deck

Ask Us Anything (link)

Department Reports August 2024

Child Nutrition Services: Charity Campbell, Director

This summer has been a busy one planning for the upcoming school year. Our largest project has been the custom built outdoor Walk-In Freezer/Cooler Unit on the high school campus. The cost of this unit came from an Equipment Assistance Grant and the Kitchen Infrastructure Funds from 2022, thus not hitting our cafeteria fund 13. Since the start of Universal Meals and our new breakfast program in sy 2022-23, our storage areas have been packed making it challenging for daily inventory, organization, and deliveries. This unit will be essential to daily operations.

This summer we were excited to learn that our department was recognized and awarded for "Healthy Meals Incentives" by the USDA Food and Nutrition Services and Action for Healthy Kids (AFHK). This award is to celebrate school food authorities that have made significant improvement to nutritional quality of their school meals and to spotlight innovative practices with student engagement. Coronado received the award for "Innovation in Nutrition Education" for grades K-12. For this award, we receive national and local recognition and a travel stipend to the 1st National Healthy Meals Summit in October 2024. We are excited to see practices of other districts across the nation and how we can further implement these in our daily operations.

We are continuing to strive for the best quality foods we can by working with local farmers and distributors. In July 2024, we were excited to attend the Annual School Nutrition Conference in Boston, MA. We got to see innovative recipes and food items, in addition to equipment and machines. The educational sessions were especially useful as we got to hear from other districts of our size about their challenges and ways they overcame it. We plan on putting some practices into use and some of the food items we saw while we were there.

We are continuing our Harvest of the Month program in an effort to bring excitement to eating fresh and local fruits and vegetables. Some of the local farms we are working with are able to provide us with such items as figs, star fruit, guava, crab apples, fennel, and more.

Special Programs: Shane Schmeichel, Director

Coronado Unified is excited to welcome 7 college academic interns to support students in the classroom. This is a program being managed and supported by the Board Region Talent Pipeline, K-16 Collaborative for our region (SD and Imperial Counties). Three CUSD administrators and teachers interviewed and approved/hired the K-16 Work Experience Academic Interns. All interns are going to school for education or a related field. These

positions are paid positions and do not count toward student teaching hours. The K-16 grant is paying for these positions. The students are employees of a 3rd party provider called Manpower. Students are paid $19 an hour for up-to 250 hours for the school year. Our interns are currently going to college at San Diego State University, UC San Diego, and Southwest College. This program is a region-wide effort to recruit highly qualified candidates to the teaching profession. Most interns will start mid to late September and will be placed in classrooms and settings to support academic success for students who need additional support. The interns are fully vetted by CUSD Human Resources and have taken all mandated training. The Border Region Talent Pipeline, K-16 Collaborative's goal is to: "Increase access to high-wage, high-demand careers for diverse and underrepresented local talent and increase social mobility in San Diego and Imperial Counties."

During the 24/25 school year, all elementary aged students, K-5th grade will be receiving a few, ½ day guest arts lessons and experience. Professional Teaching Artists applied for and were interviewed for these CUSD Independent Contractor positions. The CUSD school board will approve these contracts during the September board meeting. While these special learning experiences are happening in the classroom, grade level teachers will be aligning curriculum, reviewing assessment data, developing and improving interventions, and supporting student development through this group effort. We are excited to welcome back some of our guest artists that taught students during our DoDEA Arts Integration grant. These experiences/lessons are being developed to spark creativity, celebrate movement, appreciate the arts, and to think critically through these unique experiences. Learning Recovery Emergency Block Grant funds are able to financially support the cost to run this program. CUSD will also apply to the Jill Hardman Endowment committee to support the cost of the Fine Artist Independent Contractors for this project.

As the state of California increases support for College and Career experiences at all grade levels, especially middle school, CUSD has reviewed a College and Career supplemental learning experience called "The Mista Pat Project." This event is being recommended as an additional learning experience during T3 at CMS. "The event is an exciting interactive presentation exploring careers in technology. We will talk about robotics, automation, space travel, animation and much more! The live animated host, Mista Pat, will guide students on a fun and educational adventure. Mista Pat will be able to talk and respond to students similar to the audience experience called "Turtle Talk with Crush" at Disney California Adventure Park." The presentation is a 20 minute, live animated event. The Mista Pat project is a 501(c) 3 nonprofit organization dedicated to educating underrepresented and underprivileged students on the many exciting career pathways in STEAM (Science, Technology, Engineering, Arts, Math). The project is currently recording and publishing YouTube videos that may also be a great resource for CUSD students to learn about potential careers. For more information visit: https://www.mistapat.org/

The Jill Hardman Endowment committee approved $95,000 of fine arts projects for the 24/25 school year. The funds will support arts field trips, produce a sensory path, new murals and a large-scale mosaic installation on the 6th street side of the Coronado Performing Arts center. Thank you to CSF for managing this fund and for supporting increased fine arts experiences in CUSD!!

CUSD will continue our pilot of Neptune Navigate, a Digital Citizenship supplemental curriculum and experience for students. Our plan is to expand the number of lessons 4th and 5th graders receive during library time, provide a lesson or two to 2nd and 3rd graders during library time, and embed in a 6th grade wheel class.

Technology Department: Jason Ramos, Supervisor

The IT department was busy this summer getting ready for the start of the school year. The department worked hard to make sure teachers had working technology in all classrooms for the first day of school. A few items of note:

- All PCs were updated. Projectors were cleaned and aligned.
- Mac labs were updated to the latest operating system and Adobe Creative Cloud software.
- New desktops and laptops were programmed with district software.

Legislative Updates

Many new laws were recently passed and take effect beginning in the 2024-2025 school year. Notable changes include:

- Updated Cal/OSHA Heat Illness Prevention Guidance - follow this ***(link)*** learn more about the impacts and effects on CUSD
    - Overview for Employers (link)
    - Overview for Employees (link)
- Changes in independent study policies and procedures that make it easier for learning to continue when absent and recoup lost attendance and funding.
    - Independent Study and Instructional Minute Overview of Changes (link)

Meetings and Special Events:

- **Budget Study Committee Meeting - September 18, 2024 from 3:45-5:15pm in the CUSD Board Room (and ZOOM)**
    - Participants are encouraged to attend in-person
    - NEW in 24/25 - A ZOOM option will be available to encourage broader participation

AGENDA - August 29, 2024

REPORTS (30 min.)
8.4 Superintendent Updates (5 min. + Board Discussion)

Department/Category: DISTRICT ORGANIZATION AND BOARD OPERATION

Background Information:

In Spring 2018, the CUSD Governing Board directed staff to create a strategic plan to determine local priorities, beyond the scope of the LCAP, to purposefully guide the trajectory of the district for the next five years. Initiatives of focus for this study included academic achievement, resource allocation/budget, support, and communication. Through this process, the Board defined guiding principles, goals, and strategies to guide CUSD efforts.

The Superintendent will provide ongoing updates and progress to the Governing Board regarding objectives identified in the Long Range Plan.

Reports:
Attached.

Financial Impact:
None for this report

Superintendent's Recommendation:
No Action required for this report.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____
LRP Update 2024.08.29.pdf

Superintendent's Report: Long Range Plan Update

Background

In Spring 2018, the CUSD Governing Board directed staff to create a strategic plan to determine local priorities, beyond the scope of the LCAP, to purposefully guide the trajectory of the district for the next five years. Initiatives of focus for this study included academic achievement, resource allocation/budget, support, and communication. Through this process, the Board defined guiding principles, goals, and strategies to guide CUSD efforts. The Superintendent will provide ongoing updates and progress to the Governing Board regarding objectives identified in the Long Range Plan.

The Superintendent will provide ongoing updates and progress to the Governing Board regarding objectives identified in the Long Range Plan.

3.0 Support:
Maintain safe and supportive schools, with appropriate resources, practices, and procedures, where students and staff thrive.

Safety
The Governing Board directed staff to secure a bid for an outside safety consultant to review and evaluate existing School Site Safety plans and strategies.

The project purpose was to review existing emergency operation plans and conduct a comprehensive safety assessment across all sites within CUSD. The key objective was to assess existing infrastructure security measures and to make recommendations to the Governing Board. Included in these assessments were review of School Site Safety Plans, security practices, and policies related to school safety and/or safe school culture and climate. The existing baseline of staff emergency response training will also be established and training recommendations were made. The outcome was geared toward maximizing school safety within our district sites and facilities in order to ensure a safe and effective learning and working environment.

The Governing Board approved a contract with School Safety Operations (SSO) at the meeting on Jan 19, 2023.

Facilities Upgrade: Safety

The following is an excerpt from the Hazard and Vulnerability Report:

The balance of this report will move forward with recommendations for consideration to further enhance aspects of school safety at Village Elementary School (VES). The main entrance to VES consists of a set of metal doors composed of large glass panels. The doors have crash-bar style openers on the interior to facilitate emergency egress. It is reported that they both stay locked during school hours. Although it is a single point of entry, which is an excellent practice,

there are several vulnerabilities to the current system. It appears that there are two separate systems to gain access. There is a "clicker" type system that allows staff to "buzz" people in (without checking the camera for positive identification), and also on entry a doorbell/camera system that also can be utilized to gain access, along with the proximity card reader. The weakness lies with the ability for staff to "buzz" people in without using the camera for verification.

At various busy school schedule times, the video/doorbell system needs are viewed and access granted through the system. The staff did an admirable job even at busy times monitoring the doors and camera system. The main problem, like most schools with only a single layered entry point, is that whoever rings the bell is just automatically allowed entry, their identification and purpose of visit is determined after they have access, which is too late, and a potentially dangerous practice. In addition to improved techniques of monitoring the entry permission/notification system, a substantial improvement to the safety of students and staff would be the addition of a "man trap" door system. The man trap, or more accurately defined is an access control portal, is simply another set of doors between the entry point door and of your camera, proximity card reader, and your doorbell/camera system. This space between the now two sets of entry doors allows for the safe and effective way to verify identification and purpose of visits for anyone who is not in possession of the school's identification cards that work the proximity card reader.

On Wednesday, May 8, 2024, CUSD district administration met with SSO leadership to discuss SY 2024-25 professional development/staff training opportunities, facilities, and Emergency Preparedness Plans. **During the discussion SSO stated that establishing a 'man trap' at VES would be their "number one recommendation" for facilities upgrades.**

Following the recommendations from the SSO and the Emergency Operations Plan/Review Report, CUSD staff, led by Mr. Gary Hall, Director of Maintenance and Operations, planned and engaged in work this summer to design and implement a "man trap" at Village Elementary (completed images below).

WELCOME
to Our Village

WELCOME
to Our Village

The new design of Village Elementary adheres to the recommendations made by SSO and will serve as a model for future renovations to district facilities.

Administration Safety Training: August 9, 2024

As part of project support, SSO Inc. conducted a four hour safety training with all site Principals, Assistant Principals, District Administrators, Coronado Police Department, and Coronado Fire Department. This in-person workshop on August 9 supported staff and agency familiarity with the new Emergency Operations Plans and protocols. The purpose of the workshop was to show district and school administration how to use the Emergency Operations Plans and how to create classroom quick reference files using response action checklists contained in the plans.This was a hands-on interactive workshop and attendees had access to the Emergency Operations Plans with a presentation facilitated by Jeff Kaye. Tabletop exercises, scenarios, and presentations by SSO were used during the workshop to better familiarize attendees with the plans. Principals were provided with information and tools to bring the training back to the individual schools and the district administrative office in order to familiarize staff with the usage of the new plans.

School Site Councils (SSCs) also serve as School Site Safety Committees and will provide input, review, and make recommendations on site safety plans prior to approving the document.

This year, CUSD will establish a new District Safety Committee. This committee will be comprised of:

- One Board Member
- One District Administrator
- District Risk Manager
- One certificated teacher
- One classified employee
- One parent
- Law enforcement and fire agency reps.
- Local emergency management rep.
- Counselor or mental health professional
- School Nurse
- Student grade 10 or higher
- Any other persons approved by the Superintendent

Additional information will be provided to the Governing Board and the committee will provide ongoing updates to the community.

Facilities Master Plan

Pursuant to Board Policy 7110, The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment and in the district's educational program needs. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the districts anticipated short- and long-term facilities needs and priorities.

A Facilities Master Plan (FMP) is a strategic planning tool that California school districts use to help them make informed decisions about their facilities. The FMP helps districts identify their current and future needs. It also helps districts identify funding needs and develop financing options.

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.

Timeliness of this work is important as the last FMP was developed in 2014. As we transition closer to Basic Aid, and with the completion of the Portrait of a Graduate, CUSD will explore facility priorities to include:

- **Instructional Programing**
- **Safety - SSO Recommendations**
- **Air Conditioning/Solar**

To solicit broad input into the planning process, the Superintendent or designee will establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. CUSD will ensure that the public is informed of any needs for construction and modernization of facilities and of the district's plans for facilities.

Staff will begin engaging in this work during Winter of 2024.

Safety Discussions/Reports

June 6, 2024 Regular Board Meeting: LRP Update
May 16, 2024 Regular Board Meeting: LRP Update
April 18, 2024 Regular Board Meeting: LRP Report
March 14, 2024 Regular Board Meeting: LRP Report
February 15, 2024 Regular Board Meeting: LRP Report
January 18, 2024 Regular Board Meeting: LRP Report
November 16, 2023 Regular Board Meeting: LRP Report
August 24, 2023 Regular Board Meeting: LRP Report
June 8, 2023 Regular Board Meeting: LRP Report
May 31, 2023 Special Board Meeting: Safety Audit Presentation (video)
May 18, 2023 Regular Board Meeting: LRP Report
April 20, 2023 Regular Board Meeting: LRP Report
March 9, 2023 Regular Board Meeting: LRP Report
February 16, 2023 Regular Board Meeting: LRP Report
January 19, 2023 Regular Board Meeting: LRP Report
December 15, 2022 Regular Board Meeting: LRP Report
November 17, 2022 Regular Board Meeting: LRP Report
October 20, 2022 Regular Board Meeting: LRP Report
September 15, 2022 Regular Board Meeting: LRP Report

AGENDA - August 29, 2024

FIRST READING

9.1 Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits

Department/Category: DISTRICT ORGANIZATION AND BOARD OPERATION

Background Information:

Periodically the Board is presented with recommended revisions to Board Policies (BP), Board Bylaws (BB), Administrative Regulations (AR), and/or Exhibits (E). The recommendations are based on changes in law, the Education Code, Government Code, and/or rewording for better understanding.

Reports:

Recent changes in the law require adoptions, and revisions of policies and regulations.

Financial Impact:

None

Superintendent's Recommendation:

First Read Only, No Action Required.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

August 2024 Board Policies First Read.pdf

CSBA POLICY GUIDE SHEET
August 2024: First Read

Board Policy 0420.41 - Charter School Oversight

Policy updated to delete language for which the Governing Board is not responsible, clarify that the Superintendent may designate someone to attend meetings of the charter school governing body, move the section "Monitoring Charter School Performance" to keep material reflecting district responsibility for oversight of charter schools together, and clarify that board approval is required for the charter school to contract for administrative or other services. Additionally, policy updated to amend the section "Material Revisions to Charter" to clarify which situations certain standards and criteria may be used to review a proposed material revision to a charter

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD. CUSD is not currently responsible for charter school oversight.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Exhibit (1) 0420.41 - Charter School Oversight

Exhibit updated to clarify that the exhibit is a non-exhaustive list of legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Additionally, exhibit updated to reflect charter school requirements related to (1) student membership on the governing body, (2) prohibitions against discrimination in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources **(AB 1078, 2023)**, (3) the standardized incident form which tracks racial discrimination, harassment, or hazing at high school sporting games or events **(AB 1327, 2023)**,
(4) the presentation of a report of the annual update to the local control and accountability plan and budget overview for parents/guardians **(SB 114, 2023)**, (5) the provision of, and prohibition against the denial of, recess **(SB 291, 2023)**, (6) notifications to community college districts regarding college or career fairs **(AB 1173, 2023)**, (7) providing access to military services for recruitment **(AB 1605, 2023)**, (8) TB risk assessment for transportation providers under contract **(SB 88, 2023)**, (9) the provision of meals for independent study students who are scheduled for in-person educational activities lasting two or more hours **(SB 348, 2023)**, (10) emergency action plans in interscholastic programs **(AB 1653, 2023)**, (11) the provision of emergency opioid antagonists and albuterol inhalers **(AB 1283, 2023)**, (12) suspensions for willful defiance **(SB 274, 2023)**, and (13) the provision of menstrual products **(AB 230 , 2023)**. In addition, exhibit updated to reference (1) **NEW LAW (SB 10, 2023), (SB 323, 2023),** and **(SB 671, 2023)** related to new requirements for comprehensive safety plans, (2) **NEW LAW (SB 531, 2023)** related to the exemption from needing a valid criminal records summary for an employee of an entity that has a contract with a charter school to offer work experience opportunities for students or workplace placements as part of a student's individualized education program, and (3) the requirement to review and update the charter school's student suicide prevention policy and revise training materials to incorporate best practices identified by the California Department of Education.

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD. CUSD is not currently responsible for charter school oversight.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Board Policy 1113 - District and School Websites

Policy reviewed in conjunction with the accompanying administrative regulation and exhibit, with references to outdated material deleted.

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Administrative Regulation 1113 - District and School Websites

Regulation updated to add material related to reporting of cyberattacks to the Cybersecurity Integration Center.

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Exhibit(1) 1113 - District and School Websites

Exhibit updated to clarify that the exhibit is a non-exhaustive list of materials that are required to be posted on district and school websites. Additionally, exhibit updated to reflect (1) **NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474)** regarding additional notification requirements related to sex-based discrimination as well as the removal of the requirement to post specified training materials, (2) **NEW LAW (AB 1327, 2023)** which requires districts that participate in the California Interscholastic Federation to post the standardized incident form which tracks racial discrimination, harassment, or hazing at high school sporting games or events, (3) **NEW LAW (AB 1326, 2023)** related to posting requirements when a provisional appointment is made to fill a governing board vacancy, (4) **NEW LAW (AB 889, 2023)** related to posting requirements for specified information regarding the dangers of synthetic drugs, and (5) **NEW LAW (AB 1466, 2023)** related to posting requirements for the annual report on the use of seclusion and restraint.

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD. CUSD continues to remain compliant with new laws and regulations, including all required notifications and postings.
- Cost to CUSD: The cost of staff time is undetermined. Staff will use the 2024-25 school year to establish a benchmark for costs associated with these new legal requirements.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Board Policy 1260 - Educational Foundation

Policy updated to reflect Proposition 28 Arts and Music in Schools Funding Guarantee and Accountability Act and corresponding California Department of Education accounting guidance regarding how districts can demonstrate state funds are used to supplement not supplant existing program funds. Additionally, policy updated to reflect that the district may not release student records or other personally identifiable student information except with parental consent or as required by law or district policy, and that student directory information may be released when appropriate.

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD. CUSD continues to remain compliant with new laws and regulations, including all required notifications and postings.
- Cost to CUSD: All revenues/expenditures related to these funding sources are well documented in the district's financial statements.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Board Policy 2121 - Superintendent's Contract

Policy updated to delete a portion of the language related to limitations for discussing superintendent salary or other compensation in closed session as this material exists in other policy materials. Additionally, policy updated to reflect **NEW LAW (SB 494, 2023)** prohibiting a governing board from taking action to terminate a superintendent under specified conditions.

- Impact on existing practices in CUSD: There is no impact on existing practices in CUSD. CUSD continues to remain compliant with new laws and regulations.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy reviewed in conjunction with the accompanying exhibit.

- Impact on existing practices in CUSD: No impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated policy.

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

Exhibit updated to clarify that the exhibit is a non-exhaustive list of notices which the law explicitly requires be provided to employees. Additionally, exhibit updated to incorporate notifications related to requesting volunteers to be trained to administer albuterol and anti-seizure medication.

- Impact on existing practices in CUSD: No impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated policy.

Board Policy 4121 - Temporary/Substitute Personnel

Policy updated to reflect **NEW LAW (AB 897, 2023)** which (1) requires an employment agreement for a categorically funded project to include the expected end date of employment, the source of funding, and the nature of the categorically funded program or project, and (2) specifies that Education Code 44909 does not apply to a teacher of classes for adults. Additionally, policy updated to reflect **NEW LAW (SB 616, 2023)** which (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days, and (3) extends procedural protections against retaliation to employees covered by collective bargaining agreements. In addition, policy updated to clarify that up to 80 hours or ten days of sick leave may be carried over annually, but the district may limit an employee's use of sick leave to 40 hours or five days per year. Policy also updated to provide that reemployment provisions contained in Education Code 44918 do not apply to districts with an average daily attendance of over 250,000 (formerly 400,000).

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: To be in compliance with the new law, CUSD must increase the paid sick leave granted to substitutes from three days to five.
- Staff Recommendation: Adopt updated policy to comply with the new law.

Administrative Regulation 4121 - Temporary/Substitute Personnel

Regulation updated to clarify that "time of initial employment" means before the employee starts work, including by moving related language.

- Impact on existing practices in CUSD: No impact on CUSD.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated policy.

Board Policy 4127/4227/4327 - Temporary Athletic Team Coaches

Policy updated to acknowledge that well-trained coaches are vital to the success of the experience of students in sports and interscholastic athletic activities, to include a definition of "interscholastic athletic activities," and to reference **NEW LAW (AB 245, 2023)** which requires training in the use of an automated external defibrillator.

- Impact on existing practices in CUSD: New training requirement will be added to existing training for coaches.
- Cost to CUSD: Minimal cost to CUSD. We will likely have the training done by existing staff.
- Staff Recommendation: Adopt updated policy to comply with the new law(s).

Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches

Regulation updated to reflect **NEW LAW (AB 245, 2023)** which requires athletic team coaches to complete training in the use of an automated external defibrillator (AED), and the recognition of the signs of heat illness and cardiac arrest. Additionally, regulation updated to reference **NEW LAW (AB 1467, 2023)** which requires districts, beginning January 1, 2027, to provide student athletes with access to an AED during any official practice or match, which, when medical circumstances warrant its use, is administered by a medical professional, coach, or other designated person who holds AED certification. In addition, regulation updated to reference **NEW LAW (AB 1653, 2023)** which requires the California Interscholastic Federation and the California Department of Education to develop guidelines, procedures, and safety standards for the prevention and management of exertional heat illness.

- Impact on existing practices in CUSD: The District needs to have a Heat Illness Prevention Plan in place. It will include training on signs of heat illness. The other trainings will be incorporated into existing training for coaches.
- Cost to CUSD: Minimal cost to CUSD. We will likely have training done by existing staff.
- Staff Recommendation: Adopt updated policy to comply with new law(s).

Board Policy 4161/4261/4361 - Leaves

Policy updated to reference **NEW LAW (AB 472, 2023)** which requires a district that places an employee on an involuntary leave of absence during the period the employee is charged with a criminal offense, is under criminal investigation, or is waiting due to administrative delay for necessary job-related administrative determinations, to, upon the conclusion of the proceedings in favor of the employee, pay the employee the employee's full compensation for the period of the involuntary leave of absence upon the employee's return to service in the district.

- Impact on existing practices in CUSD: No impact on existing practices. The District pays the employee’s salary when placed on administrative leave.
- Cost to CUSD: Minimal cost to the District.
- Staff Recommendation: Adopt the policy to comply with the new law.

Administrative Regulation 4161/4261/4361 - Leaves

Regulation updated to clarify that one of the conditions for the district to terminate the employment of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, is for the employee to continue to be absent from work for 20 consecutive working days beginning from the date the employee was to report to work.

- Impact on existing practices in CUSD: Minimal impact on the District.
- Cost to CUSD: Minimal cost to CUSD.
- Staff Recommendation: Update the policy language for clarity.

Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave

Regulation updated to clarify that it applies to certificated employees, including certificated management, and that classified employees, including classified management should refer to Administrative Regulation 4261.1 - Personnel Illness/Injury Leave. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2023)** which prohibits a district from refusing to grant a request from an employee to take up to five days of reproductive loss leave, and reference **NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474)** which, for purposes of Title IX, requires the district to treat pregnancy, childbirth, termination of pregnancy, or lactation, including any related medical condition or recovery, as it would any other temporary medical condition for job-related purposes, including leaves. In addition, regulation updated to include that an employee may use sick leave days for bereavement leave. Regulation also updated to reflect **NEW LAW (SB 616, 2023)** which extends procedural protections to employees covered by collective bargaining agreements and (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, or (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days.

- Impact on existing practices in CUSD: Minimal impact on existing practices. This is an unpaid leave, however, we can allow employees to use paid time for this purpose.
- Cost to CUSD: Minimal impact.
- Staff Recommendation: Adopt the policy to ensure compliance with the new law.

Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves

Regulation updated to include that the definition of immediate family includes siblings-in-law. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2023)** which (1) allows employees to take up to five days of reproductive loss leave following a reproductive loss event, (2) prohibits the district from retaliating or discriminating against an employee related to reproductive loss leave, and (3) provides that unless the district's leave policy does not so specify, reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.

- **Impact on existing practices in CUSD:** No impact. Our current leave language in the ACT contract allows employees to take leave for death, accidents, events, etc. For any member of the family or a close personal friend. CSEA has asked to change their leave language to mirror ACT's language in our latest negotiations with the CSEA team.
- We have already notified employees of the new law regarding reproductive loss leave.
- **Cost to CUSD:** Reproductive loss leave is unpaid unless the employee uses a paid leave to cover it. There may be additional paid time off for bereavement,
- **Staff Recommendation:** Approve. CUSD must be compliant with the new law.

Administrative Regulation 4261.1 - Personal Illness/Injury Leave

Regulation updated to clarify that it applies to classified employees, including classified management, and that certificated employees, including certificated management should refer to Administrative Regulation 4161.1/4361.1 - Personnel Illness/Injury Leave. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2023)** which prohibits a district from refusing to grant a request from an employee to take up to five days of reproductive loss leave, and reference **NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474)** which, for purposes of Title IX, requires the district to treat pregnancy, childbirth, termination of pregnancy, or lactation, including any related medical condition or recovery, as it would any other temporary medical condition for job-related purposes, including leaves. In addition, regulation updated to include that an employee may use sick leave days for bereavement leave, and that employees should be notified of the amount of sick leave they have accumulated at the beginning of each school year. Regulation also updated to reflect that up to 80 hours or 10 days of accrued sick leave may carry over, but the district may limit the use of sick leave to 40 hours or five days annually. Additionally, regulation updated to reflect **NEW LAW (SB 616, 2023)** which extends procedural protections to employees covered by collective bargaining agreements and (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, or (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days.

- Impact on existing practices in CUSD: Minimal impact on the District's existing practices.
- Cost to CUSD: Minimal cost to the District.
- Staff Recommendation: Adopt policy to be in compliance with the new law.

Board Policy 5030 – Student Wellness

Policy updated to reference criteria listed for the United Stated Department of Agriculture Smart Snacks in School. Updating criteria listed for what a competitive entree must meet, what a competitive beverage must meet, and criteria listed for the marketing of foods and beverages to students. Additional language regarding the Annual Wellness Reporting and the Triennial Assessment and addition of the full Non-Discrimination Statement.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD
- Staff Recommendation: Adopt updated policy.

Board Policy 5113 - Absences and Excuses

Policy updated to reference CSBA's new governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement". Additionally, policy updated to clarify that absence from school is required to be excused when the absence is due to work in the entertainment or allied industry, as permitted by law. In addition, policy updated to add the requirement for teachers to provide identical or equivalent assignments and tests when a student has an excused absence.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect new language in the law.

Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (SB 350, 2023)** which requires that (1) a student's absence be excused for up to five days when the absence is for the purpose of attending funeral services or grieving the death of a student's immediate family, or of a person who is determined by the student's parent/guardian to be in such close association with the student as to be considered the student's immediate family, and (2) a student's absence be excused for up to three days when the absence is for the purpose of accessing victim or grief support services or for participating in safety planning as it relates to the death of a student's immediate family member, or of a person who is determined by the student's parent/guardian to be in such close association with the student as to be considered the student's immediate family. Additionally, regulation updated to reflect **NEW LAW (AB 1503, 2023)** which provides that attendance at a religious retreat may be excused for no more than one school day each semester. In addition, regulation updated to generalize the means of communication from parents/guardians to verify a student absence to keep the language more timeless. Policy also updated for closer alignment with law, clarity, and gender neutrality.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect new law.

Board Policy 5145.6 - Parent/Guardian Notifications

Policy updated to clarify the importance of effective communication from the district and/or school to families, and that a parent/guardian's signature acknowledging receipt of the annual notifications is not required. Additionally, policy updated to delete a portion of the material related to how notifications are presented, due to redundancy.

- Impact on existing practices in CUSD: No impact on existing practices in CUSD.
- Cost to CUSD: No additional cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect updated requirements.

Exhibit (1) 5145.6 - Parent/Guardian Notifications

Exhibit updated to clarify that the exhibit is a non-exhaustive list of notices which the law explicitly requires be provided to parents/guardians. Additionally, exhibit updated to include notifications related to (1) the dangers of synthetic drug use, (2) the use of CalPADS data, (3) guidelines for the full human papillomavirus immunization, (4) school closures, and (5) status change of a nonpublic nonsectarian school or agency. Additionally, exhibit updated to delete material related to a negative balance in a meal account as this notification is no longer required.

- Impact on existing practices in CUSD: No impact on existing practices in CUSD.
- Cost to CUSD: No additional cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect updated requirements.

Board Policy 6000 - Concepts And Roles

Policy updated to align concepts with other sample policies and incorporate concepts of equity and inclusion. Additionally, policy updated to reflect **NEW GUIDANCE** from the California Department of Education, including the importance of coordination, collaboration and alignment between the school, parents/guardians and the community, and district support for innovative programs and practices that promote student engagement, growth, understanding, achievement and career exploration.

- Impact on existing practices in CUSD: No impact on existing practices in CUSD.
- Cost to CUSD: No additional cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect new law.

Board Policy 6164.2 - Guidance/Counseling Services

Policy updated to reflect **NEW LAW (AB 278, 2023)** which establishes the Dream Resource Grant Program with the goal of creating Dream Resource Centers at schools that serve students in grades 9-12, and **NEW LAW (SB 223, 2023)** which provides flexibility for pupil personnel services holders to receive authorization to provide child welfare and attendance services by either completing a Commission on Teacher Credentialing (CTC)-approved program of supervised field experience, or a CTC-approved program of professional preparation offered by a local educational agency. Additionally, policy updated to clarify that

(1) guidance counseling regarding school programs and career, vocational, or higher education opportunities may not be differentiated based on any protected category specified in law or board policy, and that (2) the district may not use testing or other materials that permit or require impermissible or unlawful differential treatment of students, unless such different materials cover the same occupations and interest areas and the use of such materials is essential to the elimination of bias and discrimination. In addition, policy updated to reflect **NEW LAW (AB 1173, 2023)** which requires a district that serves students in any of grades 9-12 that is planning to hold a college or career fair to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate. Policy also updated to reflect **NEW LAW (AB 665, 2023)** which aligns a section of the Family Code with a related Health and Safety Code section which allows a minor age 12 or older to consent to outpatient mental health counseling or treatment services without parent/guardian consent if, in the opinion of a school psychologist or other professional person, the minor is mature enough to participate intelligently in the services, without having to establish that the minor would present a danger of serious physical or mental harm to themself or others without the mental counseling or treatment services or that the minor is an alleged victim of incest or child abuse; however the child's parent/guardian is required to be involved unless the professional person determines after consulting with the minor that it would be inappropriate. Policy also updated to delete the requirement for school counselors to assist in the development of the comprehensive safety plan since this is not required by law, but maintained the requirement for school counselors to assist in the development of the disaster preparedness plan, which is part of the comprehensive safety plan.

- Impact on existing practices in CUSD: No impact on current practices. CUSD is already in compliance with new laws.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect new law.

Board Policy 6177 - Summer Learning Programs

Policy updated to incorporate concepts related to learning recovery, including that the district will provide students with supplemental instruction and support in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. Policy also updated to reflect **NEW LAW (AB 723, 2023)** and **NEW LAW (AB 373, 2023)** which require a district to grant priority access for intersession programs to a foster youth and/or to a student experiencing homelessness, and that if during an intersession period the student will be moving, the student's educational rights holder will determine which school the student will attend for the intersession period. Additionally, policy updated to add that a district is required to provide any student who attends a school that is not operating an expanded learning opportunity (ELO) program transportation to attend at a

location that is providing an ELO program and to return to the original location or another location that is established by the district.

- Impact on existing practices in CUSD: No impact on existing practices in CUSD.
- Cost to CUSD: No additional cost to CUSD.
- Staff Recommendation: Adopt updated policy to reflect new requirements.

Board Policy 7214 - General Obligation Bonds

Policy updated for clarity and organization, including that the Governing Board may direct the Superintendent to explore the possibility of a bond measure.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

- **Administrative Regulation 7214 - General Obligation Bonds**

Regulation updated to expand and more closely align with code language the information related to ballot materials, including that at least 88 days prior to the election the Superintendent must deliver applicable ballot materials to the officer conducting the election. Additionally, regulation updated to add new section "Ballot Materials" which includes (1) that the ballot question may not exceed 75 words, (2) that the ballot materials include a brief statement of the measure setting forth the amount of the bonds to be voted on, the maximum rate of interest, and the purposes for which the proceeds of the sale of the bonds are to be used, (3) for bond measures that require a 55 percent majority vote, a statement that the Board will appoint a citizens' oversight committee, (4) for projects that require state matching funds, a statement advising voters that the project is subject to the approval of state matching funds, and (4) that arguments in support of or in opposition to a bond measure are submitted in accordance with law, and to reflect **NEW LAW (SB 798, 2023)** which requires the inclusion of the tax rate per $100,000 of assessed valuation on all property to be taxed to fund a bond measure. In addition, regulation updated to (1) reflect that the district will provide the citizens' oversight committee with responses to any and all findings, recommendations, and concerns addressed in the annual independent financial and performance audits within three months of receiving the audits, and (2) to include post-issuance reporting requirements.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: Not applicable.
- Staff Recommendation: Staff recommend adopting all proposed changes.

Board Bylaw 9220 - Governing Board Elections

Bylaw updated to reference that a city/county charter might take precedence over district policies in regard to school board elections. Additionally, bylaw updated to reflect **NEW LAW (AB 764, 2023)**, also known as the Fair And Inclusive Redistricting for Municipalities And Political Subdivisions (FAIR MAPS) Act, which establishes a comprehensive set of rules that local governments, including school districts, must follow during the redistricting process. In addition, bylaw updated to reference new Exhibit (1), which includes a non-exhaustive list of offenses the conviction of which makes someone ineligible to be a school board member. Bylaw also updated for clarity, precision, organization, and consistency.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated bylaw.

NEW - Exhibit (1) 9220 - Governing Board Elections

Exhibit added to provide a non-exhaustive list of offenses the conviction of which makes someone ineligible to be a school board member.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt new bylaw.

Board Bylaw 9223 - Filling Vacancies

Bylaw updated to reflect **NEW LAW (AB 1326, 2023)**, which requires that the notice of a provisional appointment be posted on the district's website. Additionally, bylaw updated to (1) focus on filling vacancy by appointment rather than special election, (2) enable the Governing Board to approve, by resolution, the procedures for selecting the person to be provisionally appointed to fill the vacancy, and (3) explain how long an appointed Board member may serve. In addition, bylaw updated for clarity, precision, organization, and consistency.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated bylaw.

Board Bylaw 9270 E – Conflict of Interest

Bylaw updated to align with BB 9270 and SB 1439.

- Impact on existing practices in CUSD: Minimal impact on existing practices.
- Cost to CUSD: No cost to CUSD.
- Staff Recommendation: Adopt updated bylaw.

Policy 0420.41: Charter School Oversight **Status:** ADOPTED

Original Adopted Date: 10/01/2013 **| Last Revised Date:** 06/01/~~2023~~2024 **| Last Reviewed Date:** 06/01/~~2023~~2024

CSBA NOTE: The following optional policy may be revised to reflect district practice. The Governing Board is ~~obligated~~required to ~~monitor the performance of~~oversee any charter school it authorizes ~~in order~~. This oversight is to ensure the school's compliance with legal requirements and ~~progress toward meeting measurable outcomes specified in~~ the charter. ~~Information about the school's performance is necessary when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition~~Additionally, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

For guidance when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted, see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation.

Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, SBE is required to designate, in consultation with the petitioner, either the Board or the County Board as the chartering authority.

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter ~~and is providing a high-quality educational program for students enrolled in the charter school~~.

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

CSBA NOTE: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication, "Charter Schools: A Guide for Governance Teams," recommends more frequent visits~~, perhaps two or three times during the school year,~~ in order to monitor school operations more closely and develop relationships with the staff at the ~~charter~~ school.

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

~~CSBA NOTE: The following optional paragraph may be revised to reflect district practice.~~CSBA NOTE: Pursuant to Education Code 47604, if a charter school operates as or is operated by a nonprofit public benefit corporation, the Board is entitled to appoint a single representative ~~on~~to the board of directors of the nonprofit public benefit corporation. ~~CSBA's publication, "Charter~~

~~Schools: A Guide for Governance Teams," recommends~~It is recommended that the Board not appoint a district employee or a Board member to the nonprofit's board. Districts that seek to appoint a representative are advised to consult ~~with~~ CSBA's District and County Office of Education Legal Services or district legal counsel ~~and consider~~regarding any potential conflict of interest that may arise ~~from having an individual Board member vote~~. Additionally, as an alternative to appointing a member ~~of~~to the ~~charter~~nonprofit's board ~~of directors on issues on which the Board will need to provide oversight.~~, CSBA's ~~guide~~Guide suggests that ~~an alternative approach may be for~~ the district ~~to~~ designate its charter school contact, appointed pursuant to Education Code 47604.32, to simply attend meetings of the ~~charter school~~nonprofit's board.

The Superintendent ~~or designated charter school contact shall~~may designate someone to attend meetings of the charter school governing body whenever possible ~~and shall periodically meet with a representative of the charter school.~~.

Monitoring Charter School Performance

CSBA NOTE: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools.

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

CSBA NOTE: Education Code 47605 requires that measurable student outcomes for all students of the charter school, including numerically significant student subgroups as defined in Education Code 52052, be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students (or at least 15 foster youth or homeless students) in the school.

Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, charter schools are included in the California School Dashboard, which reports the status of school performance on multiple state and local indicators and is intended to assist schools and districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status program, which uses modified methods of measurement for accountability indicators when appropriate.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable MOU, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Waivers

CSBA NOTE: A charter school is not authorized to submit general waiver requests to SBE on its own behalf, unless an exception applies. Rather, a charter school may submit a waiver request through the district. A general waiver request form is available on the California Department of Education's (CDE) ~~web site.~~website. See BP 1431 – Waivers.

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the Board approve and the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

Provision of District Services

CSBA NOTE: ~~The following optional section may be revised to reflect district practice.~~ CSBA's~~, "Charter Schools: A Guide for Governance Teams,"~~ recommends one or more memoranda of understanding to clarify ~~the~~any financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

~~The~~Upon approval by the Board of an appropriate agreement, the charter school may ~~purchase~~contract with the district or any other source for administrative or other services ~~from the district or any other source~~. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code

47611.3)

Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

~~CSBA NOTE: Pursuant to Education Code 47607, a district may deny a proposed expansion of an existing charter school constituting a material revision on the basis of community impact and/or fiscal impact of the proposed material revision, as described below. If a finding is made that, due to any of the conditions specified below, the district is not positioned to absorb the fiscal impact of the proposed expansion, the charter school requesting the expansion is subject to a rebuttable presumption of denial of the request for expansion.~~

~~Pursuant to Education Code 47605, the~~The Board may deny a ~~request to expand operations~~proposed material revision if it finds that the proposed ~~expansion~~material revision would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

1. The fiscal impact of the proposed expansion on the district

2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings

3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

Additionally, ~~pursuant to Education Code 47605,~~ the Board may deny a ~~request to expand charter school operations~~proposed material revision if it finds that the district is not positioned to absorb the fiscal impact of the proposed ~~charter school expansion~~material revision. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent of Schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, ~~or if~~ the district has a negative interim certification pursuant to Education Code 42131, or the district is under state receivership. (Education Code 47605)

Location of Charter Schools

CSBA NOTE: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school must be located within the geographic boundaries of the authorizing district. However, Education Code 47605 permits the location of some charter schools outside of the authorizing district's boundaries under specified conditions. For example, a charter school in operation before October 1, 2019, on a federally recognized California reservation or rancheria or operated by a federally recognized California Indian tribe is exempted from the geographic restrictions of Education Code 47605.1. For information about geographic and site requirements for new charter schools, see AR 0420.4 - Charter School Authorization.

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries. ~~(Education Code 47605.1)~~

~~**Monitoring Charter School Performance**~~

~~CSBA NOTE: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools.~~

~~Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.~~

~~CSBA NOTE: Education Code 47605 requires that measurable student outcomes for all students of the charter school, including numerically significant student subgroups as defined in Education Code 52052, be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students (or at least 15 foster youth or homeless students) in the school.~~

~~Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, charter schools are included in the California School Dashboard, which reports the status of school performance on multiple state and local indicators and is intended to assist schools and districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status program, which uses modified methods of measurement for accountability indicators when appropriate.~~

Fees/Charges for Supervisorial Oversight

CSBA NOTE: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisorial oversight of the school. Education Code 47613 provides that the costs of supervisorial oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see ~~the section~~ "Technical Assistance/Intervention" below. CSBA's Guide suggests that supervisorial oversight activities also might include site visits and site visit protocols, development of memorandums of understanding, reviews of performance data and financial reports, review of governance procedures, monitoring of teacher credentialing and assignments, facilities compliance, and legal auditing.

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs up to one percent of the charter school's revenue~~.~~

2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

   If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

Technical Assistance/Intervention

CSBA NOTE: Education Code 47607.3 establishes criteria for the provision of technical assistance to charter schools including, but not limited to, the option to request assistance from the California Collaborative for Educational Excellence (CCEE). If, after providing technical assistance, the CCEE informs the Board that the charter school has failed or is unable to implement CCEE's recommendations or continues to have persistent or acute inadequate performance, then the Board must consider revocation of the charter; see BP 0420.43 - Charter School Revocation.

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c~~).~~)

   This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school.

   Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

CSBA NOTE: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3 requires the Board to consider revocation of a charter whenever it finds that the charter school has failed, or is unable, to implement the recommendations of CCEE or continues to demonstrate persistent or acute inadequate performance.

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)

Complaints

CSBA NOTE: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures for addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

CSBA NOTE: ~~The following optional section may be revised to reflect district practice.~~ Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities~~;~~, (2) notifications to specified persons and entities~~;~~, (3) provision of information about students' grade level, course completion, and district of residence~~;~~, (4) transfer and maintenance of student and personnel records~~;~~, (5) completion of an independent final audit~~;~~, (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed~~;~~, (7) completion and filing of any annual reports required pursuant to Education Code 47604.33~~;~~, and (8) identification of funding for the activities identified in ~~Items~~ #1-7.

Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify CDE when a charter school ceases operation for any reason. CSBA's~~, "Charter Schools: A~~ Guide ~~for Governance Teams,"~~ recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter ~~and/or an MOU~~school and/or an applicable agreement between the district and the charter school, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason. Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

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

State	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. And Prof. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card
CA Constitution Article 9, Section 5	Common school system
Corp. Code 5110-6910	Nonprofit public benefit corporations
Ed. Code 1006	Prohibition against school district employees serving on county board of education
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on website
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students
Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 243	Prohibition of discrimination; instructional materials
Ed. Code 32280-32289.5	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 33353	California Interscholastic Federation incident tracking
Ed. Code 35120	Student board membership

Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles
Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
~~Ed. Code 44258.9~~	~~Monitoring of teacher assignments~~
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
Ed. Code 47634.2	Nonclassroom-based instruction
Ed. Code 47640-47647	Special education funding for charter schools
Ed. Code 47651	Apportionment of funds; charter schools
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010	Minimum age of admission to first grade
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction

Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48900	Suspension and expulsion
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49010	~~Pupil~~Student fees
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49056	Prohibition of denial of recess
Ed. Code 49061	Definitions; directory information
Ed. Code 49062.5	Student records; name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49406	TB risk assessment
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49414.7	Administration of albuterol inhalers
Ed. Code 49428	Notification of mental health services
Ed. Code 49428.5	Employment of medical personnel
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries
Ed. Code 49501.5	Free breakfast and lunch to all students

Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49603	On campus access to employers and military services
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51744-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 52770	College and career fairs
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 56521.1-56521.2	Emergency Interventions
Ed. Code 60600-60649	Assessment of academic achievement
Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 65000-65001	School site councils

Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information, and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 7920.000-7930.~~170~~215	California Public Records Act
Gov. Code 81000-91014	Political Reform Act
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	College and career fairs; notice to apprenticeship programs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal	**Description**
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6311	State plan
20 USC 7221-7221j	Charter schools
34 CFR 200.1-200.78	Accountability
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

Management Resources	**Description**
Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 297 (1995)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 166 (2006)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 52 (1997)
CA Office of Administrative Hearings Decisions	Student v. Horizon Instructional Systems Charter School (2012) OAH Case No. 2011060763
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020
California Department of Education Publication	California School Accounting Manual

California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
Court Decision	Ridgecrest Charter School v. Sierra Sands Unified School District (2005) 130 Cal.App.4th 986
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2021
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture
Website	National Suicide Prevention Lifeline
Website	National Domestic Violence Hotline
Website	California State Teachers Retirement System
Website	California Public Employees Retirement System
Website	California Department of General Services, Office of Administrative Hearings
Website	California Commission on Teacher Credentialing
Website	California Commission on Peace Officer Standards and Training
Website	California Bureau of Security and Investigative Services
Website	California Department of Pesticide Regulation
Website	California State Controller
Website	California Student Aid Commission
Website	National Association of Charter School Authorizers
Website	California Charter Schools Association
Website	California Department of Education, Charter Schools
Website	California Interscholastic Federation
Website	California Office of the Attorney General
Website	CSBA

Website	U.S. Department of Education

Cross References

Code	Description
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.42	Charter School Renewal
0420.43	Charter School Revocation
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1431	Waivers
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
7160	Charter School Facilities
7160	Charter School Facilities

Exhibit 0420.41-E(1): Charter School Oversight **Status:** ADOPTED

Original Adopted Date: 07/01/2017 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

REQUIREMENTS FOR CHARTER SCHOOLS

CSBA NOTE: Pursuant to Education Code 47610, charter schools are exempt from Education Code provisions governing school districts unless otherwise specified in law. However, charter schools, like other public schools, are subject to the state and federal constitutions, applicable federal laws, state laws that apply to governmental agencies in general, and state laws that are expressly applicable to charter schools. ~~The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law.~~ Violation of any law may subject the charter school to revocation pursuant to Education Code 47607; see BP 0420.43 - Charter School Revocation.

This exhibit is a non-exhaustive list of legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Other legal requirements may exist and may be identified in the future.

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000- 7930.215), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)

2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside~~.~~

   In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code 1006; Government Code 1099)

CSBA NOTE: Pursuant to Education Code 47604.2, the governing body of a charter school attended by high school students is required to appoint a student member to the governing body if it receives a petition for such appointment, and, as amended by AB 275 (Ch. 321, Statutes of 2023), may award the student member of the governing body elective course credit based on the number of equivalent daily instructional minutes for the student member's services provided or monthly financial compensation for such service.

4. If the charter school is attended by high school students and the governing body receives student petition to appoint a student member to the governing body, appoint one or more student members in accordance with Education Code 47604.2

Operations

~~4.~~ 5. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

~~5.~~ 6. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

Admission/Enrollment

~~6.~~ 7. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)

~~7.~~ 8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

CSBA NOTE: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school that is deemed to be a public school of the district, and is not its own local educational agency (LEA) for special education purposes, receives an equitable share of special education funding and services for students with disabilities who are enrolled in the charter school.

If a charter school is operating as a public school of the district for purposes of special education, the district retains responsibility and must determine how to ensure that students with disabilities receive a free appropriate public education (FAPE). However, as indicated in the California Office of Administrative Hearings ruling in *Student v. Horizon Instructional Systems Charter School*, a charter

school operating as its own LEA for purposes of special education, including a charter school offering an independent study program, is the entity responsible for providing FAPE.

~~8.~~ 9. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)

~~9.~~ 10. Admit all students who wish to attend the charter school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area~~.~~ (Education Code 47605)

   If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5 (Education Code 47605)

c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law~~.~~

   Preferences shall not result in limited enrollment access for students with disabilities, academically low-achieving students, English learners, neglected or delinquent students, students experiencing homelessness, foster youth, students who are economically disadvantaged, or on the basis of nationality, race, ethnicity, or sexual orientation. Mandatory parental volunteer hours shall not be the basis of a preference or a criterion for admission or continued enrollment. (Education Code 47605)

~~10.~~ 11. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, experiencing homelessness, economically disadvantaged, or a foster youth~~.~~

The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its website the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605)

~~11.~~ 12. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of students experiencing homelessness and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)

~~12.~~ 13. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

~~13.~~ 14. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

~~14.~~ 15. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)

CSBA NOTE: Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

~~15.~~ 16. Not discriminate in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources (Education Code 243)

~~16.~~ 17. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other

requirements of Education Code 234.7

~~17.~~ 18. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school website or on the website of the charter operator (Education Code 221.61)

~~18.~~ 19. If the charter school offers competitive athletics, annually post on the school's website or on the website of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

~~19.~~ 20. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding~~.~~

The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)

20. 21. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

CSBA NOTE: Item #22 applies to charter schools that serve high school students and participate in the California Interscholastic Federation (CIF). Pursuant to Education Code 33353, as amended by AB 1327 (Ch. 366, Statutes of 2023), a charter school is required to post on its website, on or before April 1, 2025, the standardized incident form developed by the California Department of Education (CDE) to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events.

~~21.~~ 22. If the charter school serves high school students and participates in the California Interscholastic Federation, post the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events on the charter school's website on or before April 1, 2025, and, upon CDE's request, submit information related to any completed standardized incident forms received by the charter school (Ed. Code 33353)

Tuition and Fees

~~22.~~ 23. Not charge tuition (Education Code 47605)

CSBA NOTE: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in ~~the California Department of Education's (CDE)~~CDE advisory, "Pupil Fees, Deposits, and Other Charges," because charter schools are subject to the California Constitution, the free school guarantee of the California Constitution, Article 9, Section 5, applies to charter schools. Charter schools may only charge fees which are explicitly authorized by law for charter schools.

~~23.~~ 24. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools (Education Code 49010, 49011)

~~24.~~ 25. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school~~.~~

The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

CSBA NOTE: Pursuant to Education Code 52064.3, ~~as added by AB 181 (Ch. 52, Statutes of 2022),~~ by January 31, 2025, charter schools that are identified by CDE as needing an improvement plan pursuant to 34 CFR 300.600-300.647 are required to complete an Individuals with Disabilities Education Act Addendum adopted by SBE relating to improvements in services for students with disabilities. See BP 0460 - Local Control and Accountability Plan for more information.

~~25.~~ 26. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE~~).~~)

~~26.~~ 27. As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians and as appropriate, an Individuals with Disabilities Education Act Addendum, based on the templates developed by SBE (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)

CSBA NOTE: Pursuant to Education Code 47606.5, as amended by SB 114 (Ch. 48, Statutes of 2023), charter schools are required to present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents/guardians on or before February 28 of each year at a regularly scheduled meeting of the governing body.

~~27.~~ 28. Present a report on the annual update to the LCAP and the local control funding formula budget overview for parents/guardians on or before February 28 of each year, at a regularly scheduled meeting of the governing body of the charter school (Education Code 47606.5)

~~28.~~ 29. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)

CSBA NOTE: Education Code 32282, as amended by SB 10 (Ch. 856, Statutes of 2023), requires schools that serve students in any of grades 7-12 to include in their comprehensive safety plan a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose.

Additionally, Education Code 32282, as amended by SB 323 (Ch. 599, Statutes of 2023), requires that comprehensive safety plans include adaptations for student with disabilities and that, after the first evaluation or review is conducted and after each annual evaluation, or review, a school employee, a student's parent/guardian or educational rights holder, or student may bring concerns about an individual student's ability to access the disaster safety procedures described in the comprehensive school safety plan/school safety plan to the principal.

Education Code 32282, as amended by SB 671 (Ch. 626, Statutes of 2023), also requires a charter school's safety plan to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, an activity sponsored by the school, or a school bus serving the school.

~~29.~~ 30. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan in accordance with law by March 1 each year (Education Code 47605)

~~30.~~ 31. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus~~.~~

In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

CSBA NOTE: Education Code 47612.5 specifies, by grade level, the minimum number of instructional minutes that must be offered each fiscal year. Any charter school that fails to meet this requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education nor the Superintendent of Public Instruction may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.

~~31.~~ 32. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)

CSBA NOTE: Pursuant to Education Code 49056, as added by SB 291 (Ch. 863, Statutes of 2023), charter schools that maintain any of grades K-8 are required to provide at least one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days, except that for any student with a disability, recess is required to be in accordance with the student's individualized education program or Section 504 plan.

~~32.~~ 33. Provide one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days as required by law (Education Code 49056)

~~33.~~ 34. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)

~~34.~~ 35. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school (Education Code 51931, 51934)

~~35.~~ 36. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)

~~36.~~ 37. If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)

~~37.~~ 38. If the charter school serves students in grade 12, comply with the requirements for student completion and submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)

CSBA NOTE: Education Code 52770, as added by AB 1173 (Ch. 11, Statutes of 2023), requires a charter school that serves students in any of grades 9-12 that is planning to hold a college or career fair, to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate .

~~38.~~ 39. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school and each community college district that has overlapping jurisdiction with the charter school with the planned date, time, and location of the fair (, and give each community college district that

has overlapping jurisdiction the opportunity to participate in the college or career fair (Education Code 52770, Labor Code 3074.2)

[NEW CSBA NOTE: Pursuant to Education Code 49603, as amended by AB 1605 (Ch. 142, Statutes of 2023), charter schools offering instruction in any of grades 9-12 that provide on-campus access to employers, shall not prohibit access to the military services.]

~~39.~~ 40. If a charter school offers instruction in any of grades 9-12, and provides on-campus access to employers, not prohibit access to the military services (Education Code 49603)

CSBA NOTE: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.6. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction.

~~40.~~ 41. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

~~41.~~ 42. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)

~~42.~~ 43. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, ~~migrant~~ student who is migratory, or a ~~student participating in a~~ newcomer ~~program~~student while attending another school (Education Code 51225.2)

~~43.~~ 44. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

~~44.~~ 45. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary~~.~~

The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs

first. (Education Code 56040.3)

~~45.~~ 46. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:

a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)

b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

High School Graduation

46. 47. Exempt a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or ~~migrant~~ student who is migratory who transfers between schools after the second year of high school, or a ~~student participating in a~~ newcomer ~~program~~student for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)

~~47.~~ 48. In accordance with Education Code 51225.31, exempt an eligible student with disabilities from all coursework and other requirements adopted by the charter school board that are in addition to the statewide course requirements specified in Education Code 51225.3, and award such student a high school diploma (Education Code 51225.31)

~~48.~~ 49. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)

~~49.~~ 50. Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)

Student Expression

~~50.~~ 51. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)

CSBA NOTE: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.

~~51.~~52. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

Staffing

~~52.~~ 53. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment~~.~~

Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code 47605, 47605.4)

~~53.~~ 54. If the charter school offers transitional kindergarten (TK~~,~~), require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, ~~2023~~2025, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)

~~54.~~ 55. ~~Review potential misassignments and vacant positions in the charter school, including data from CTC, respond to the County Superintendent of Schools when necessary to show that an employee is legally authorized for an assignment, and correct~~ Correct any misassignments if notified by the ~~County Superintendent~~district that an assignment of a charter school employee is not legally authorized (Education Code 44258.9)

CSBA NOTE: Pursuant to Education Code 45125.1, as amended by SB 531 (Ch. 616, Statutes of 2023), an employee of any entity that has a contract with a charter school who offers work experience opportunities for students or workplace placements as part of a student's individualized education program is exempt from the requirement to have a valid criminal records summary if specified requirements are met.

~~55.~~ 56. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code 44830.1, 45122.1, 45125.1)

~~56.~~ 57. Report to CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

~~57.~~ 58. If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code 47611 (Education Code 47610)

~~58.~~ 59. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

~~59.~~ 60. If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, as specified (Education Code 38001.5; Business and Professions Code 7583.45)

CSBA NOTE: Pursuant to Education Code 49406, as amended by SB 88 (Ch. 380, Statutes of 2023), a charter school that provides transportation to students under contract is required to have, as a condition of the contract, a tuberculosis risk assessment, and if indicated, the examination for infectious tuberculosis within 60 days of the initial hire, which may, until July 1, 2025, and at the discretion of the governing body, not be required for a private contracted driver who transports students infrequently and without prolonged contact.

~~60.~~ 61. If the charter school provides transportation to students under contract, require drivers to submit and clear tuberculosis risk assessment, unless otherwise exempt by law (Education Code 49406)

Parent/Guardian Involvement

~~61.~~ 62. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)

~~62.~~ 63. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)

~~63.~~ 64. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

Nutrition

CSBA NOTE: Pursuant to Education Code 49501.5, as amended by SB 348 (Ch. 600, Statutes of 2023), students must be provided adequate time to eat, as determined by the charter school in consideration of the recommendations provided by CDE on or before June 30, 2025. Additionally, pursuant to Education Code 49501.5, as amended by SB 348, if a charter school offers independent study, the charter school must make available a nutritionally adequate breakfast and lunch on any school day that a student is scheduled for educational activities, as defined in Education Code 49010, lasting two or more hours, at a school site, resource center, meeting space, or other satellite facility.

~~64.~~ 65. Provide a nutritionally adequate breakfast and ~~Provide breakfast and/or~~ lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility~~.~~ , including, if the charter school offers independent study, to a student enrolled in independent study on any school day in which the student is scheduled for in-person educational activities of two or more hours (Education Code 49501.5)

If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service. (Education Code 49501.5, 49564.3)

~~65.~~ 66. If the charter school participates in the NSLP or SBP, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

Student Health

CSBA NOTE: Pursuant to Education Code 215, on or before January 1, 2025, charter schools must review and update their policy on student suicide prevention, and revise their training materials to incorporate best practices identified by CDE.

~~66.~~ 67. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)

CSBA NOTE: Pursuant to Education Code 49428.5, ~~as added by AB 748 (Ch. 431, Statutes of 2022),~~ each school serving students in any of grades 6-12 is required to create a poster that identifies approaches and resources about student mental health, and prominently display such poster in public areas that are accessible to and commonly frequented by students at each school site. See BP 5141.5 - Mental Health.

~~67.~~ 68. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health~~.~~ (Education Code 49428.5)

~~68.~~ 69. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)

~~69.~~ 70. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)

~~70.~~ 71. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

~~71.~~ 72. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition~~.~~

In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

CSBA NOTE: Pursuant to Education Code 35179.4, as amended by AB 1653 (Ch. 589, Statutes of 2023), if a charter school offers an interscholastic athletic program, the Board is required to have a written emergency action plan that describes the location of emergency medical equipment and procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, including concussion and heat illness. Additionally, as amended by AB 1653, the emergency action plan is required to include a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed.

~~72.~~ 73. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, including concussion and heat illness, the location of emergency medical equipment, and the rehearsal of such procedures; acquire at least one automated external defibrillator (AED) for the school~~,~~; and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)

~~73.~~ 74. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of cardiopulmonary resuscitation training throughout the duration of the event (Education Code 35179.6)

~~74.~~ 75. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)

CSBA NOTE: Pursuant to Education Code 49414.3 and, as added by AB 1283 (Ch. 574, Statutes of 2023), Education Code 49414.7, the charter school is permitted to make emergency naloxone hydrochloride or other opioid antagonist and emergency stock albuterol inhalers available for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from opioid overdose or respiratory distress.

~~75.~~ 76. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, or to make emergency stock albuterol inhalers available to persons suffering, or reasonably believed to be suffering, from respiratory distress, comply with the requirements of Education Code 49414.3 and 49414.7, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

CSBA NOTE: Pursuant to Education Code 49056, as added by SB 291 (Ch. 863, Statutes of 2023), beginning with the 2024-2025 school year, a student may not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. Education Code 44807.5, which authorized the Board to permit the use of recess restriction for disciplinary purposes, was repealed by SB 291.

~~76~~ 77. Prohibit the denial of recess to a student unless the student's participation poses an immediate threat to the student's physical safety or to the physical safety of one or more of the student's peers (Education Code 49056)

~~77.~~ 78. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention on the charter school's website, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)

~~78.~~ 79. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)

~~79.~~ 80. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

~~Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties. (Education Code 48901.1)~~

CSBA NOTE: Pursuant to Education Code 48900, as amended by SB 274 (Ch. 597, Statutes of 2023), charter schools are prohibited from suspending students enrolled in kindergarten or any of grades 1-12 for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties through July 1, 2029. Additionally, school administrators, by the end of the fifth business day, are required to inform the referring employee, verbally or in writing, of the actions taken and if none, the rationale for not providing timely interventions or supports.

~~80.~~ 81. Until June 30, 2029, neither recommend for expulsion nor suspend a student in grades K-12 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)

~~81.~~ 82. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 47606.2, 48913.5)

Student and Parent/Guardian Records

~~82.~~ 83. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)

~~83.~~ 84. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)

~~84.~~ 85. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

~~85.~~ 86. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year~~.~~

However, such information shall not be submitted when students opt out or are permitted by the rules of CSAC to provide test scores in lieu of the GPA. (Education Code 69432.9,

69432.92)

~~86.~~ 87. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender~~.~~ (Education Code 49062.5, 49070)

Facilities

~~87.~~ 88. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374

b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government

CSBA NOTE: Pursuant to Education Code 35292.6, as amended by AB 230 (Ch. 421, Statutes of 2023), the requirement to stock an adequate supply of free menstrual products extends to grades 3-12.

~~88.~~ 89. If the charter school serves students in any of grades ~~6~~3-12, 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, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)

Finance

~~89.~~ 90. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)

~~90.~~ 91. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

~~91.~~ 92. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not

limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

~~92.~~ 93. Annually prepare and submit financial reports to the Board and the County Superintendent in accordance with the following reporting cycle:

a. By July 1, a preliminary budget for the current fiscal year~~.~~

   For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31 (Education Code 47604.33)

c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31 (Education Code 47604.33)

d. By September 15, a final unaudited report for the full prior year~~.~~

   The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit~~.~~

   The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)

~~93.~~ 94. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

~~94.~~ 95. Annually adopt a school accountability report card (Education Code 33126, 47612; California Constitution, Article 16, Section 8.5)

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

State	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. And Prof. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card
CA Constitution Article 9, Section 5	Common school system
Corp. Code 5110-6910	Nonprofit public benefit corporations
Ed. Code 1006	Prohibition against school district employees serving on county board of education
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on website
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students
Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 243	Prohibition of discrimination; instructional materials

Ed. Code 32280-32289.5	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 33353	California Interscholastic Federation incident tracking
Ed. Code 35120	Student board membership
Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles
Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
~~Ed. Code 44258.9~~	~~Monitoring of teacher assignments~~
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
Ed. Code 47634.2	Nonclassroom-based instruction
Ed. Code 47640-47647	Special education funding for charter schools

Ed. Code 47651	Apportionment of funds; charter schools
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010	Minimum age of admission to first grade
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48900	Suspension and expulsion
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49010	~~Pupil~~Student fees
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49056	Prohibition of denial of recess
Ed. Code 49061	Definitions; directory information
Ed. Code 49062.5	Student records; name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49406	TB risk assessment
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49414.7	Administration of albuterol inhalers
Ed. Code 49428	Notification of mental health services
Ed. Code 49428.5	Employment of medical personnel

Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries
Ed. Code 49501.5	Free breakfast and lunch to all students
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49603	On campus access to employers and military services
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51744-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 52770	College and career fairs
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 56521.1-56521.2	Emergency Interventions
Ed. Code 60600-60649	Assessment of academic achievement

Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 65000-65001	School site councils
Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information, and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 7920.000-7930.~~170~~215	California Public Records Act
Gov. Code 81000-91014	Political Reform Act
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	College and career fairs; notice to apprenticeship programs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal	**Description**
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6311	State plan
20 USC 7221-7221j	Charter schools
34 CFR 200.1-200.78	Accountability
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

Management Resources	**Description**
Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 297 (1995)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 166 (2006)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 52 (1997)

CA Office of Administrative Hearings Decisions	Student v. Horizon Instructional Systems Charter School (2012) OAH Case No. 2011060763
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020
California Department of Education Publication	California School Accounting Manual
California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
Court Decision	Ridgecrest Charter School v. Sierra Sands Unified School District (2005) 130 Cal.App.4th 986
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2021
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture
Website	National Suicide Prevention Lifeline
Website	National Domestic Violence Hotline
Website	California State Teachers Retirement System
Website	California Public Employees Retirement System
Website	California Department of General Services, Office of Administrative Hearings
Website	California Commission on Teacher Credentialing
Website	California Commission on Peace Officer Standards and Training
Website	California Bureau of Security and Investigative Services
Website	California Department of Pesticide Regulation
Website	California State Controller
Website	California Student Aid Commission
Website	National Association of Charter School Authorizers

Website	California Charter Schools Association
Website	California Department of Education, Charter Schools
Website	California Interscholastic Federation
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.42	Charter School Renewal
0420.43	Charter School Revocation
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1431	Waivers
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
7160	Charter School Facilities
7160	Charter School Facilities

Policy 1113: District And School Websites

Status: ADOPTED

Original Adopted Date: 07/01/2007 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** 06/01/2024

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school websites. The use of district and school websites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

Design Standards

The Superintendent or designee shall establish design standards for district and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

Website Content

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in Board Policy 1325 - Advertising and Promotion, shall also apply to advertising on district and school websites.

Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school websites.

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with the student's name, may be published on district or school websites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with Board Policy and Administrative Regulation 5125.1 - Release of Directory Information.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or the officer's family. (Government Code 3307.5)

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

State	Description
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 32526	Use of learning recovery funds
Ed. Code 33353	California Interscholastic Federation incident tracking
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 42103	Budget notification
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985.5	Synthetic drugs
Ed. Code 49006	Seclusion and restraint
Ed. Code 49061	Definitions; directory information

Ed. Code 49073	Release of directory information
Ed. Code 5092	Filling Vacancies
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 7920.000-7930.215	California Public Records Act
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents

Federal	**Description**
16 CFR 312.1-312.13	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act

Management Resources	**Description**
CA Civil Rights Department Publication	Family Care and Medical Leave and Pregnancy Disability Leave
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112

Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023
U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020
Website	California Interscholastic Federation
Website	Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments
Website	California Cybersecurity Integration Center
Website	CSBA District and County Office of Education Legal Services
Website	Governor's Office of Planning and Research, The California Environmental Quality Act
Website	California Department of Education, Web Accessibility Standards
Website	California School Public Relations Association
Website	California Interscholastic Federation
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, June 2018

Cross References

Code	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities

0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
3100	Budget
3100	Budget
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department

3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040	Employee Use Of Technology
4119.21	Professional Standards
4119.21	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials
4161.8	Family Care And Medical Leave
4219.21	Professional Standards
4219.21	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4232	Publication Or Creation Of Materials
4261.8	Family Care And Medical Leave
4319.21	Professional Standards
4319.21	Professional Standards

4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4332	Publication Or Creation Of Materials
4361.8	Family Care And Medical Leave
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5131.2	Bullying
5131.2	Bullying
5131.41	Use Of Seclusion And Restraint
5141.5	Mental Health
6020	Parent Involvement
6020	Parent Involvement
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children

6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9223	Filling Vacancies
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Regulation 1113: District And School Websites

Status: ADOPTED

Original Adopted Date: 03/01/2000 | **Last Revised Date:** ~~10~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~10~~06/01/~~2017~~2024

CSBA NOTE: The following optional administrative regulation is for use by districts that maintain their own website(s) and should be revised to reflect district practice.

Design Standards

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

CSBA NOTE: Pursuant to Title II of the Americans with Disabilities Act (ADA) (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program. The U.S. Department of Education's Office for Civil Rights June 2010 and May 2011 Dear Colleague Letters interpret that such obligations include the requirement that district websites be accessible to individuals with disabilities.

While there are no explicit standards detailed in law or regulations addressing accessible features, the World Wide Web Consortium's Web Content Accessibility Guidelines 2.1 and Web Accessibility Initiative Accessible Rich Internet Applications Suite are widely used tools that may serve as guidelines for district and school websites. Additionally, examples of technical standards for accessibility are available on the California Department of Education's website.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school websites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for website accessibility. The Superintendent or designee shall regularly review district and school websites and modify them as needed to ensure legal compliance with accessibility standards.

Website Content

CSBA NOTE: The following section may be revised to reflect district practice.

Government Code 54954.2 requires the district to post a "prominent, direct link" to the current Board meeting agenda on the primary homepage of the district's ~~web-site~~website. However, districts that use an integrated agenda management platform (i.e., a website dedicated to providing the entirety of the agenda information for the Governing Board) are exempt from this requirement

if a direct link to the platform is posted on the homepage and the current agenda is the first agenda available at the top of the platform. Government Code 54954.2 specifies that agendas posted either through a direct link or through use of an integrated agenda management platform must be (1) retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications; (2) platform independent and machine readable; and (3) available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

As applicable, district and school websites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

CSBA NOTE: In determining whether to limit or allow the ability of certain groups or individuals to provide content for district or school websites, districts should consult with CSBA's District and County Office of Education Legal Services or district legal counsel on matters pertaining to protected speech and equal access; see BP/AR 5145.2 - Freedom of Speech/Expression and BP/AR 6145.5 - Student Organizations and Equal Access.

Student work may be published on district or school websites provided that both the student and the student's parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

CSBA NOTE: Federal copyright law (17 USC 106) grants a copyright owner the exclusive rights to reproduce, distribute, make derivative works of, publicly perform, or publicly display the copyrighted work or to authorize others to do so. However, pursuant to 17 USC 107, "fair use" (i.e., the reproduction of limited portions of copyrighted materials without the copyright owner's permission) is allowed for such purposes as criticism, comment, news reporting, teaching, scholarship, or research; see BP/AR 6162.6 - Use of Copyrighted Materials. Even if use of certain copyrighted materials in the district meets the criteria for a fair use exception, text, art, or photos that are not clearly stated to be in the "public domain" and available for free use should not be replicated on a district or school website without prior permission of the copyright owner.

Any copyrighted material to be posted on a district or school website shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the website shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites.

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of

material to the website(s) upon approval of the Superintendent or designee. The employee shall review district and school websites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school websites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

Security

CSBA NOTE: Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with the California Cybersecurity Integration Center, to perform an independent security assessment of the district or individual district schools. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information, see OES' Cybersecurity Integration Center website.

Pursuant to Education Code 35266, districts that experience a cyberattack which impacts more than 500 students or personnel are required to report such cyberattack to the California Cybersecurity Integration Center.

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school websites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Policy Reference UPDATE Service
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All rights reserved.

Policy Reference Disclaimer:
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Ed. Code 35182.5	Contracts for advertising
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Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 42103	Budget notification
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985.5	Synthetic drugs
Ed. Code 49006	Seclusion and restraint
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 5092	Filling Vacancies
Ed. Code 60048	Commercial brand names, contracts, or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 7920.000-7930.~~170~~215	California Public Records Act
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents

Federal	**Description**
16 CFR 312.1-312.13	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act

Management Resources	**Description**

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CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
~~U.S. DOE Office for Civil Rights Publication~~	~~Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010~~
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023
U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, June 2018 https://www.w3.org/WAI/standards-guidelines/wcag/
Website	Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments https://www.ada.gov/notices/2024/03/08/web-rule/
Website	CSBA District and County Office of Education Legal Services
Website	Governor's Office of Planning and Research, The California Environmental Quality Act
Website	California Department of Education, Web Accessibility Standards
Website	California Interscholastic Federation https://www.cifstate.org/sports/sportsmanship/response/Discrimination_Harassment_Complaint_Form.pdf
Website	California School Public Relations Association
Website	California Cybersecurity Integration Center

	https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
~~World Wide Web Consortium Publication~~	~~Web Content Accessibility Guidelines, December 2008~~

Cross References

Code	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1325	Advertising And Promotion

1340	Access To District Records
1340	Access To District Records
3100	Budget
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
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3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials

4161.8	Family Care And Medical Leave
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4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
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4261.8	Family Care And Medical Leave
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6020	Parent Involvement
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6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials

6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9223	Filling Vacancies
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Exhibit 1113-E(1): District And School Websites

Status: ADOPTED

Original Adopted Date: 10/01/2020 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE

CSBA NOTE: The following exhibit lists material ~~which~~that the law explicitly requires be posted on district or school websites. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related requirements. The exhibit does not include other postings that may be recommended throughout CSBA's sample policy manual but are not required by law.

This exhibit is a non-exhaustive list of materials which the law explicitly requires be posted on district or school websites. Other legal requirements may exist and may be identified in the future.

Materials to Prominently Display

The following must be posted in a prominent location on the district's website, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.

2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.

3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.

4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 -

Nondiscrimination/Harassment.

5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.

6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.

CSBA NOTE: 34 CFR 106.10 and 106.8, as amended by 89 Fed. Reg. 33474, create additional notification requirements related to sex based discrimination pursuant to Title IX as reflected in Item #7.

7. Information regarding Title IX prohibitions against discrimination based on a student's sex, including sex stereotypes, sex characteristics, gender, gender identity, sexual orientation, pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery, and parental, family, and marital status~~, including~~ ; that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights (OCR); the name and contact information of the Title IX Coordinator~~,~~; how to locate the district's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; the rights of students and the public as specified in Education Code 221.8~~,~~; the responsibilities of the district under Title IX~~,~~; web links to information about those rights and responsibilities on the websites of the Office for Equal Opportunity and ~~the U.S. Department of Education's Office for Civil Rights,~~OCR; a description of how to file a complaint of noncompliance under Title IX with specified components~~,~~; and a link to Title IX information posted on the California Department of Education's (CDE) website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.2, 106.8, 106.10). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.

8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.

9. Posters published by the California Civil Rights Department (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "The Rights of Employees Who Are Transgender or Gender Nonconforming," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

10. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year

if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

The following materials are also required to be posted on the district website. However, there are no specific requirements related to where they are posted on the website.

~~1.~~ 11. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.

~~2.~~ 12. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.

~~3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.~~

~~4.~~ 13. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.

~~5.~~ 14. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's website or, if the school does not have a website, on the district's website. See AR 6145.2 - Athletic Competition.

~~6.~~ 15. If the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded

(Education Code 46600.2). See AR 5117 - Interdistrict Transfer.

~~7.~~ 16. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.

~~8.~~ 17. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.

~~9.~~ 18. The section(s) of the district's employee code of conduct addressing interactions with students. These section(s) or a link to them shall be posted on each school's website or, if a school does not have its own website, on the district's website in a manner that is accessible to the public without a password. (Education Code 44050) See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

~~10.~~ 19. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.

~~11.~~ 20. If the district includes information about the free and reduced-priced meal program on its website, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E(1) 3555 - Nutrition Program Compliance.

~~12.~~ 21. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5. The plan shall be posted on the school's website or, if the school does not have a website, then on the district's website. (Education Code 17611.5~~)~~). See AR 3514.2 Integrated Pest Management.

~~13.~~ 22. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2). See BP 7150 – Site Selection And Development.

~~14.~~ 23. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and

reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.

~~15~~. 24. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.

~~16.~~ 25. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's website.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their websites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

~~CSBA NOTE: Pursuant to Education Code 32096, as added by SB 1479 (Ch. 850, Statutes of 2022), a district is required to publish its COVID-19 testing plan on the district website.~~

~~17~~. 26. The district's COVID-19 testing plan (Education Code 32096).

CSBA NOTE: Pursuant to Education Code 32526, as amended by ~~AB 185~~SB 141 (Ch. ~~571~~194, Statutes of ~~2022,)~~2023), a district is required to make publicly available on its website interim expenditure reports on the use of Learning Recovery Emergency Funds by December 1, 2024 and ~~December 1, 2027~~annually thereafter, and a final report on expenditures no later than December ~~1~~15, 2029.

~~18.~~ 27. Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024 and ~~December 1, 2027~~annually thereafter, and a final report by December ~~1~~15, 2029~~.~~ (Education Code 32526~~)~~).

~~CSBA NOTE: Pursuant to Education Code 49428.5, as added by AB 748 (Ch. 431, Statutes of 2022), each school site serving students in any of grades 6-12 is required to have a digitized mental health poster that is distributed online to students through social media, websites, portals, and learning platforms at the beginning of each school year.~~

~~19~~. 28. An age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year~~.~~ (Education Code 49428.5~~)~~). See BP 5141.5 – Mental Health

CSBA NOTE: Pursuant to Education Code 33353, as amended by AB 1327 (Ch. 366, Statutes of 2023), districts that participate in the California Interscholastic Federation (CIF) are required to post, on or before April 1, 2025, the standardized incident form developed by the California Department of Education to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form.

29. The standardized incident form developed by CDE to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form (Education Code 33353).

CSBA NOTE: Pursuant to Education Code 5092, as amended by AB 1326 (Ch. 68, Statutes of 2023), the Board is required to post a notice upon filling a Board vacancy by provisional appointment.

30. If a provisional appointment is made to fill a governing board vacancy, notice of both the actual vacancy or the filing of a deferred resignation and the provisional appointment. Post within 10 days of making the provisional appointment (Education Code 5092). See BB 9223 – Filling Vacancies.

CSBA NOTE: Pursuant to Education Code 48985.5, as added by AB 889 (Ch. 123, Statutes of 2023), each district that maintains a website is required to post on its website, information about the dangers associated with the use of synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills. Such districts are also required to ensure that each district school that maintains its own website posts the information on the school's website.

31. The dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills (Education Code 48985.5).

CSBA NOTE: Pursuant to Education Code 49006, as amended by AB 1466 (Ch. 582, Statutes of 2023), districts are required to annually post on the district website their report on the use of behavioral restraints and seclusion for students enrolled or served by the district for all or part of the prior school year.

32. The annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006).

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

State	Description
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 35182.5	Contracts for advertising
Ed. Code 32526	Use of learning recovery funds

Ed. Code 33353	Incident tracking
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 42103	Budget notification
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985.5	Synthetic drugs
Ed. Code 49006	Seclusion and restraint
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 5092	Filling Vacancies
Ed. Code 60048	Commercial brand names, contracts, or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 7920.000-7930.~~170~~215	California Public Records Act
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents

Federal	**Description**
16 CFR 312.1-312.13	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy

42 USC 12101-12213	Americans with Disabilities Act
Management Resources	**Description**
CA Civil Rights Department Publication	Family Care and Medical Leave and Pregnancy Disability Leave
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
~~U.S. DOE Office for Civil Rights Publication~~	~~Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010~~
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023
U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, June 2018 https://www.w3.org/WAI/standards-guidelines/wcag/
Website	Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments https://www.ada.gov/notices/2024/03/08/web-rule/
Website	CSBA District and County Office of Education Legal Services
Website	Governor's Office of Planning and Research, The California Environmental Quality Act
Website	California Department of Education, Web Accessibility Standards
Website	California Interscholastic Federation https://www.cifstate.org/sports/sportsmanship/response/Discrimination_Harassment_Complaint_Form.pdf

Website	California School Public Relations Association
Website	California Cybersecurity Integration Center https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
~~World Wide Web Consortium Publication~~	~~Web Content Accessibility Guidelines, December 2008~~

Cross References

Code	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures

1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
3100	Budget
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology

4040-E(1)	Employee Use Of Technology
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials
4161.8	Family Care And Medical Leave
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4232	Publication Or Creation Of Materials
4261.8	Family Care And Medical Leave
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4332	Publication Or Creation Of Materials
4361.8	Family Care And Medical Leave
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.2	Bullying
5131.2	Bullying
5131.41	Use of Seclusion And Restraint

5141.5	Mental Health
6020	Parent Involvement
6020	Parent Involvement
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9223	Filling Vacancies
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Policy 1260: Educational Foundation

Status: ADOPTED

Original Adopted Date: 09/01/1991 | **Last Revised Date:** ~~07~~06/01/~~2007~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2007~~2024

CSBA NOTE: The following ~~policy~~ ~~is~~ optional ~~and~~ ~~should~~policy may be revised to reflect district practice. See BP 1230 - School-Connected Organizations for language regarding school-connected organizations, such as booster clubs and parent-teacher organizations.

The Governing Board recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

CSBA NOTE: An educational foundation is a separate legal entity from the district and thus its activities are not under the control of the district. Certain tax-exempt organizations may be required to register with the state Attorney General's Registry of ~~Charitable Trusts.~~Charities and Fundraisers. As part of this registration, organizations may be required to file copies of the organization's articles of incorporation and other documents governing its operations. These documents should also define the Governing Board's relationship with the foundation and specify how foundation directors will be chosen. The California Consortium of Education Foundations provides information on its ~~web site~~website regarding the creation of foundations.

Educational foundations may be created to benefit the entire district, a specific school, or to support or sustain a variety of purposes through supplemental funding, such as the arts, music, and/or computer programs; to provide graduating students with scholarships and/or loans; and to develop programs which meet new educational needs. It is strongly recommended that the Board and foundation work cooperatively to identify specific needs and to develop guidelines as to how resources will be used. For language regarding the acceptance of gifts and grants, see BP 3290 - Gifts, Grants and Bequests.

Because educational foundations often support arts and music in schools, questions have arisen surrounding Education Code 8820-8822, as added by Proposition 28 (2022), which established the Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act. Proposition 28 is intended to provide a minimum source of annual funding to supplement arts education programs. As a condition of receipt of these funds, districts must annually certify that AMS funds will be used to supplement funding for arts education programs and that funds received in the prior fiscal year were, in fact, used to supplement arts education programs, and not to supplant existing funding for those programs. The Education Audit Appeals Panel's 2023-24 Audit Guide includes a multi-step calculation that districts can use to demonstrate AMS funds were used to supplement, not supplant, arts education funds. Additional information on Proposition 28, including accounting guidance, is available on the California Department of Education's website, "Proposition 28- AMS Financial & Audit Requirements."

Districts with questions about how educational foundations may impact Proposition 28 funding or other programs for which federal or state funds are required to be used to supplement rather than

supplant already available funding, should consult CSBA's District and County Office of Education Legal Services or district counsel.

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the district's name, a school's name, a school team's name, or any logo attributable to a school or the district.

Student records or other personally identifiable student information shall not be released except with parental consent or as required by law or district policy. Student directory information may be released when appropriate.

CSBA NOTE: In some districts, there may be concerns in the community about the equity of some schools benefiting from the money raised by a foundation while other schools in the district may not have access to the same resources. The following optional paragraph reflects the Board's goal that all of the schools within the district share in the benefits provided by the foundation's work. For more information regarding the promotion of equity in district programs and activities, see BP 0415 - Equity.

The Board supports foundation allocations that serve all district schools equitably.

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State	Description
11 CCR 300-312.1	Fundraising for charitable purposes
Bus. Code 17510-17510.95	Charitable solicitations
Bus. Code 25608	Alcohol on school property; use in connection with instruction
Ed. Code 38130-38138	Civic Center Act; use of school property for public purposes
Ed. Code 8820-8822	The Arts and Music in Schools—Funding Guarantee and Accountability Act
Gov. Code 12580-12599.10	Fundraisers for Charitable Purposes Act
Pen. Code 319-329	Lottery; raffle

Management Resources	Description

Court Decision	Serrano v. Priest (1976) 18 Cal. 3d 728
California Department of Education Publication	Proposition 28- AMS Financial & Audit Requirements (https://www.cde.ca.gov/eo/in/prop28auditresource.asp)
Education Audit Appeals Panel Publication	2023-24 Audit Guide (https://eaap.ca.gov/audit-guide/current-audit-guide-booklet/)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education (https://www.cde.ca.gov)
Website	Education Audit Appeals Panel (https://eaap.ca.gov/)
Website	California Consortium of Education Foundations
Website	California Office of the Attorney General, ~~charitable trust registry~~Registry of Charities and Fundraisers (https://oag.ca.gov/charities)
Website	CSBA

Cross References

Code	Description
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0415	Equity
1100	Communication With The Public
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1230	School-Connected Organizations
1230	School-Connected Organizations
1321	Solicitation Of Funds From And By Students
1321	Solicitation Of Funds From And By Students
1700	Relations Between Private Industry And The Schools
3290	Gifts, Grants And Bequests
5030	Student Wellness
5125.1	Release of Directory Information
5125.1	Release of Directory Information
5126	Awards For Achievement
5126	Awards For Achievement

5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
6020	Parent Involvement
6020	Parent Involvement
6142.6	Visual And Performing Arts Education
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
9140	Board Representatives

Policy 2121: Superintendent's Contract

Status: ADOPTED

Original Adopted Date: 12/01/2015 | **Last Revised Date:** ~~12~~06/01/~~2019~~2024 | **Last Reviewed Date:** ~~12~~06/01/~~2019~~2024

CSBA NOTE: The following optional policy should be modified to reflect district practice.

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent will work together as a governance team to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the value of stability in district administration, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

CSBA NOTE: The following list of contract components is consistent with a template for superintendent contracts developed by CSBA. The annotated template contract with additional context and suggestions is available through CSBA's ~~web site.~~website. Districts are advised to consult CSBA's District and County Office of Education Legal Services or district legal counsel when reviewing and/or approving the Superintendent's employment contract.

The contract shall be reviewed by ~~the district's~~district legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031

2. Length of the work year and hours of work

3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

   The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.

5. Vacation, illness and injury leave, and personal leaves

6. Professional development

7. General duties and responsibilities of the position

8. Criteria, process, and procedure for annual evaluation of the Superintendent

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board ~~can~~may enter into a new contract with the Superintendent prior to the expiration of the existing contract

CSBA NOTE: Pursuant to Education Code 35031, if the Governing Board decides not to reemploy the Superintendent, it must provide notification at least 45 days before the contract expires. If the Board fails to provide the required prior written notice, the Superintendent shall be deemed reemployed for a term of the same length as the one completed, under the same terms and conditions, and with the same compensation.

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

CSBA NOTE: See section on "Termination of Contract" below for limitations to maximum cash settlements.

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's official capacity in the performance of employment-related duties

CSBA NOTE: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of an employee may be discussed in closed session under the "personnel exception." However, Government Code 54957 prohibits the use of closed session for discussion or action on any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline. In *San Diego Union v. City Council*, a California Court of Appeal held that the "personnel exception" provided in Government Code 54957 does not extend to discussions of salary and compensation.

Notwithstanding Government Code 54957, the Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe

benefits to its represented and unrepresented employees, including the Superintendent. The Attorney General has opined in 57 Ops. Cal. Atty. Gen. 209 (1974) that a board may only meet in closed session for such purposes with a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The Attorney General's publication , "The Brown Act: Open Meetings for Local Legislative Bodies" also states that the "labor exception" applies to meeting in closed session to instruct its representatives concerning negotiations with prospective employees. Boards wishing to discuss the Superintendent's salary in closed session under the "labor exception" are encouraged to consult ~~legal~~CSBA's District and County Office of Education Legal Services or district counsel before doing so.

In addition, pursuant to Government Code 54956, the Board is prohibited from deliberating on the salary or other compensation of the Superintendent at a special meeting. See BB 9320 - Meetings and Notices ~~and~~, BB 9321 - Closed Session~~.~~, and BB 9323.2 – Actions By The Board.

The following paragraph should be revised to reflect district practice.

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 ~~(the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent.~~. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

~~The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.~~

Terms of the contract shall remain confidential until the ~~ratification~~approval process commences.

CSBA NOTE: Pursuant to Government Code 54953, the Board ~~must~~is required to, in open session, orally report a summary of the recommendation for final action on the Superintendent's salary or benefits and must make related records available to the public in accordance with the California Public Records Act. Thus, Government Code 54953 limits the Board's ability to approve changes to salary or benefits as part of a consent calendar and instead requires such approval to be a separate agenda item. For identical requirements regarding final action on the salary or benefits of other district executives, see BP 4312.1 - Contracts.

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

Termination of Contract

CSBA NOTE: Pursuant to Government Code 53260, every employee contract must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the contract. For a Superintendent contract, Government Code 53260 provides that the maximum cash settlement is the monthly salary multiplied by 12. Cash settlements may be less than these maximums. The district must make contracts of employment, which include the termination agreements, available to the public upon request. See AR 4117.5/4217.5/4317.5 - Termination Agreements.

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of office or position, the Superintendent shall reimburse the district for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

CSBA NOTE: Pursuant to Education 35150, as added by SB 494 (Ch. 875, Statutes of 2023), the Board is prohibited from taking action to terminate the Superintendent as specified in the following paragraphs. For more information regarding restrictions and prohibitions on when the Board may take certain actions, see E(1) 9323.2 – Actions by the Board.

The Board shall not take action to terminate the Superintendent without cause at a special or emergency meeting of the Board. (Education Code 35150)

Additionally, the Board shall not take action to terminate the Superintendent without cause or within 30 days after the first convening of the Board after an election at which one or more Board members are elected or recalled. (Education Code 35150)

However, the Board may take action to terminate the Superintendent without cause at a regular meeting during any month in which a regular meeting of the Board is not scheduled. (Education Code 35150)

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

State	Description
Ed. Code 35031	Term of employment
Ed. Code 35150	Termination of superintendent
Ed. Code 41325-41328	Conditions of emergency apportionment
Gov. Code 3511.1-3511.2	Local agency executives
Gov. Code 53243-53243.4	Abuse of office
Gov. Code 53260-53264	Employment contracts
Gov. Code 54953	Oral summary of recommended salary and benefits of superintendent
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54956	Special ~~Meetings~~meetings
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.1	Closed session; public report of action taken
Gov. Code 54957.6	Closed sessions regarding employee matters
Gov. Code 7920.000-7930.~~170~~215	California Public Records Act

Federal	Description
26 CFR 1.105-11	Self-insured medical reimbursement plan
26 USC 105	Self-insured medical reimbursement plan; definition of highly compensated individual
42 USC 300gg-16	Group health plan; nondiscrimination in favor of highly compensated individuals

Management Resources	Description
Attorney General Opinion	57 Ops. Cal. Atty. Gen. 209 (1974)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	Superintendent Contract Template
Website	CSBA District and County Office of Education Legal Services
Website	California Office of the Attorney General
Website	Association of California School Administrators
Website	CSBA

Cross References

Code	Description
0200	Goals For The School District
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1340	Access To District Records
1340	Access To District Records
2110	Superintendent Responsibilities And Duties
2120	Superintendent Recruitment And Selection
2140	Evaluation Of The Superintendent
2210	Administrative Discretion Regarding Board Policy
3312	Contracts
3350	Travel Expenses
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4117.5	Termination Agreements
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave

4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4217.5	Termination Agreements
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261	Leaves
4261	Leaves
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4317.5	Termination Agreements
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
9000	Role Of The Board
9011	Disclosure Of Confidential/Privileged Information
9124	Attorney
9320	Meetings And Notices

9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9323.2	Actions by the Board

Policy 4112.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | **Last Revised Date:** ~~05~~06/01/~~2020~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2020~~2024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their 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.

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State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members

Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice

Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications ~~regarding~~ Workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record
Federal	**Description**
20 USC 2354	Local application for career and technical education programs

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances

3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security
4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries

4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves

4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** ~~12~~6/01/~~2023~~2024

CSBA NOTE: The following exhibit lists notices ~~which~~that the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

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: 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
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, ~~migrant~~ students who are migratory, and ~~students participating in a~~ newcomer ~~program~~students.

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 epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 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 #: 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 and other employees upon request, in districts with 25 or more employees
Education or Other Legal Code: Labor Code 230.1
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

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: 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: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable
Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted
Education or Other Legal Code: Labor Code 6409.6
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment
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, 106.9
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: 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: 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 4118; 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 Board decision re: 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 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 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 re: 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 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 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 epinephrine auto-injector
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: 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: When document identifying employee who is victim of domestic violence is disclosed
Education or Other Legal Code: Labor Code 230
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of domestic violence

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 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 re: 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

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

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss

Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification

H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications ~~regarding~~ Workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record

Federal	**Description**
20 USC 2354	Local application for career and technical education programs
29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment

4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security

4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries
4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves

4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.21	Administering Medication And Monitoring Health Conditions

5141.21	Administering Medication And Monitoring Health Conditions
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 4121: Temporary/Substitute Personnel

Status: ADOPTED

Original Adopted Date: 07/01/2012 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** 06/01/2024

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year in positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

Classification

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee, even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

Additionally, the Board shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)

2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)

3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919)

4. Serve in a position for a period not to exceed 20 working days, in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)

5. Serve only for the first semester, because the district expects a reduction in student enrollment during the second semester due to mid-year graduations (Education Code 44921)

For purposes of classifying employees pursuant to Item #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. An employee may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

Temporary employees shall participate in the health and welfare plans or other fringe benefits of the district.

Paid Sick Leave

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of employment shall accrue, on a regular basis, paid sick leave of up to 24 hours by the 120th calendar day of employment or each calendar year or 12-month period, and at least 40 hours of accrued sick leave by the 200th calendar day of employment, each calendar year, or 12-month period. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 80 hours or ten days. However, the district may limit an employee's use of accrued paid sick days to 40 hours or five days in each year

of employment. (Labor Code 246)

Any temporary or substitute employee may begin to use accrued paid sick days on the 90th day of employment, after which the employee may use the sick days as they are accrued. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one school year. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as the employee is notified, before the last day of June, of the district's decision not to reelect the temporary employee for the following school year. (Education Code 37200, 44954)

Reemployment as a Probationary Employee

Reemployment provisions contained in Education Code 44918 do not apply to districts with average daily attendance of over 250,000; such districts should modify the following section accordingly.

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute

employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, the employee's previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

A temporary employee hired pursuant to Item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

A person employed pursuant to Item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant position in the district for which the employee is certified. Preference for available positions shall be determined by the Board as prescribed by Education Code 44845 and 44846. (Education Code 44921)

With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served in a certificated position in the district for at least 75 percent of each of two consecutive school years shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

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State	Description
5 CCR 5502	Filing of notice of physical examination for employment of retired person
5 CCR 5503	Physical examination for employment of retired persons
5 CCR 5590	Temporary athletic team coach
5 CCR 80025-80025.5	Emergency substitute teaching permits
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22515	Irrevocable election to join retirement plan
Ed. Code 37200	School calendar

Ed. Code 44252.5	State basic skills assessment required for certificated personnel
Ed. Code 44300	Emergency permits
Ed. Code 44830	Employment of certificated persons
Ed. Code 44839.5	Requirements for employment of retirant
Ed. Code 44845	Date of employment
Ed. Code 44846	Criteria for reemployment preferences
Ed. Code 44909	Employees providing services through categorically funded programs
Ed. Code 44914	Substitute and probationary employment computation for classification as permanent employee
Ed. Code 44915	Classification of probationary employees
Ed. Code 44916	Written statement of employment status
Ed. Code 44917	Classification of substitute employees
Ed. Code 44918	Substitute or temporary employee deemed probationary employee; reemployment rights
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 44920	Employment of certain temporary employees; classifications
Ed. Code 44921	Employment of temporary employees; reemployment rights (unified and high school districts)
Ed. Code 44953	Dismissal of substitute employees
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44956	Rights of laid-off permanent employees to substitute positions
Ed. Code 44957	Rights of laid-off probationary employees to substitute positions
Ed. Code 44977	Salary schedule for substitute employees
Ed. Code 45030	Substitutes
Ed. Code 45041	Computation of salary

Ed. Code 45042	Alternative method of computation for less than one school year
Ed. Code 45043	Compensation for employment beginning in the second semester
Ed. Code 56060-56063	Substitute teachers in special education
Gov. Code 3540.1	Public employment; definitions
Lab. Code 220	Sections inapplicable to public employees
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 230.1	Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014

Management Resources	**Description**
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
Court Decision	Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446
Court Decision	Bakersfield Elementary Teachers Association v. Bakersfield City School District (2006) 145 Cal.App.4th 1260
Court Decision	California Teachers Association v. Vallejo City Unified School District (2007) 149 Cal.App.4th 135
Website	CSBA District and County Office of Education Legal Services
Website	Commission on Teacher Credentialing
Website	CSBA

Cross References

Code	Description
0500	Accountability
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
4112	Appointment And Conditions Of Employment
4112.1	Contracts
4112.2	Certification
4112.2	Certification
4112.3	Oath Or Affirmation
4112.3	Oath Or Affirmation
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5	Criminal Record Check
4112.9	Employee Notifications
4112.9	Employee Notifications
4113	Assignment
4113	Assignment
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave

4161.2	Personal Leaves
4211.2	Legal Status Requirement
4211.2	Legal Status Requirement
4212.3	Oath Or Affirmation
4212.3	Oath Or Affirmation
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5	Criminal Record Check
4212.9	Employee Notifications
4212.9	Employee Notifications
4217.3	Layoff/Rehire
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.2	Personal Leaves
4311.2	Legal Status Requirement
4311.2	Legal Status Requirement
4312.3	Oath Or Affirmation
4312.3	Oath Or Affirmation
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5	Criminal Record Check
4312.9	Employee Notifications
4312.9	Employee Notifications
4317.14	Postretirement Employment

4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4340	Bargaining Units
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6175	Migrant Education Program
6175	Migrant Education Program
6200	Adult Education
6200	Adult Education

Regulation 4121: Temporary/Substitute Personnel **Status:** ADOPTED

Original Adopted Date: 06/01/1997 | **Last Revised Date:** ~~07~~06/01/~~2012~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2012~~2024

CSBA NOTE: The following optional administrative regulation is subject to collective bargaining and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Qualifications

Any candidate recommended by the Superintendent or designee for a substitute or temporary position requiring certification qualifications shall possess the appropriate credential or permit authorizing ~~his/her~~ employment in such position and shall meet all other requirements of law for certificated positions. (Education Code 44830)

The district shall not initially hire a certificated person on a substitute or temporary basis in a capacity designated in ~~his/her~~the person's credential unless ~~he/she~~the person has demonstrated basic skills proficiency in reading, writing, and mathematics pursuant to Education Code 44252.5, ~~unless~~or is exempted by law. (Education Code 44830)

A noncredentialed person shall not substitute for any special education certificated position. The Superintendent or designee shall recruit and maintain lists of appropriately credentialed substitute teachers for special education positions. ~~He/she~~The Superintendent or designee shall contact institutes of higher education with approved special education programs for possible recommendations of appropriately credentialed special education personnel. (Education Code 56060, 56063)

Notifications

CSBA NOTE: Education Code 44915 and 44916 require the Governing Board to classify substitute and temporary employees at the time of initial employment and each July thereafter; see the accompanying Board policy. In addition, Education Code 44916 requires the district to provide temporary employees written notice of their status at the time of initial employment. In *Kavanaugh v. West Sonoma County Union High School District*, the California Supreme Court determined that a temporary employee who received such notice three weeks after she started work was probationary rather than temporary. Although the notice was sent immediately after the ~~board~~Board approved the ~~employee's~~employee's appointment at the first available meeting, the ~~court~~Supreme Court found that an employee must receive notice of temporary classification before starting work.

Temporary athletic team coaches may be an exception to the notice requirement. In *Neily v. Manhattan Beach Unified School District*, a dismissed employee argued that, because the district did not provide a written statement of classification in accordance with Education Code 44916, it had a mandatory duty to classify him as a probationary employee. However, the court did not accept that the only path to defining a position as temporary is through district notification of that

classification~~,~~ and held that a second path to defining a position as temporary is ~~through a specific section of the~~pursuant to Education Code ~~that~~44919, which expressly defines the position as temporary. The court determined that a temporary athletic team coach who holds no other position in the district is deemed a temporary employee pursuant to Education Code 44919. See also BP/AR 4127 – Temporary Athletic Team Coaches.

~~At the time of initial employment during each school year~~Before starting work, each new temporary employee shall receive a written statement indicating ~~his/her~~ employment status and salary. This statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

~~Time of initial employment means before the employee starts work. (Kavanaugh v. West Sonoma County Union High School District)~~

The Superintendent or designee shall notify all substitute and part-time certificated employees, within 30 days of their hire, of their right to elect membership in a defined benefit program under a qualified retirement plan. The employee shall sign a form provided by the system to acknowledge receipt of this notice and to indicate whether ~~he/she~~the employee elects or declines membership. Election of membership shall be irrevocable for all future employment to perform creditable service. (Education Code 22455.5, 22515)

Assignments

CSBA NOTE: 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that an emergency substitute permit holder may substitute for any one teacher during the school year; see BP/AR 4112.2 - Certification.

A person who holds an emergency 30-day substitute permit, emergency career substitute permit, emergency substitute permit for prospective teachers, or emergency substitute permit for career technical education shall be restricted in the number of days ~~he/she~~the employee may substitute for any one teacher in accordance with 5 CCR 80025-80025.5.

In placing substitute teachers in special education classrooms, the district shall give first priority to substitute teachers with the appropriate special education credential(s), second priority to substitute teachers with any other special education credential, and third priority to substitute teachers with a regular teaching credential. An inappropriately credentialed substitute teacher shall not serve as a substitute for a special education teacher for a period of more than 20 cumulative school days for each special education teacher absent during each school year. The district may apply to the Superintendent of Public Instruction for an extension of 20 school days, or for a longer period in extraordinary circumstances. (Education Code 56060~~-~~, 56061, 56062)

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Policy Reference Disclaimer:
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State	Description
5 CCR 5502	Filing of notice of physical examination for employment of retired person
5 CCR 5503	Physical examination for employment of retired persons

5 CCR 5590	Temporary athletic ~~teach~~team coach
5 CCR 80025-80025.5	Emergency substitute teaching permits
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22515	Irrevocable election to join retirement plan
Ed. Code 37200	School calendar
Ed. Code 44252.5	State basic skills assessment required for certificated personnel
Ed. Code 44300	Emergency permits
Ed. Code 44830	Employment of certificated persons
Ed. Code 44839.5	Requirements for employment of retirant
Ed. Code 44845	Date of employment
Ed. Code 44846	Criteria for reemployment preferences
Ed. Code 44909	Employees providing services through categorically funded programs
Ed. Code 44914	Substitute and probationary employment computation for classification as permanent employee
Ed. Code 44915	Classification of probationary employees
Ed. Code 44916	Written statement of employment status
Ed. Code 44917	Classification of substitute employees
Ed. Code 44918	Substitute or temporary employee deemed probationary employee; reemployment rights
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 44920	Employment of certain temporary employees; classifications
Ed. Code 44921	Employment of temporary employees; reemployment rights (unified and high school districts)
Ed. Code 44953	Dismissal of substitute employees
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44956	Rights of laid-off permanent employees to substitute positions
Ed. Code 44957	Rights of laid-off probationary employees to substitute positions
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Ed. Code 45030	Substitutes
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Ed. Code 45042	Alternative method of computation for less than one school year
Ed. Code 45043	Compensation for employment beginning in the second semester
Ed. Code 56060-56063	Substitute teachers in special education
Gov. Code 3540.1	Public employment; definitions
Lab. Code 220	Sections inapplicable to public employees
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 230.1	Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014

Management Resources	**Description**
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
Court Decision	Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446
Court Decision	Bakersfield Elementary Teachers Association v. Bakersfield City School District (2006) 145 Cal.App.4th 1260
Court Decision	California Teachers Association v. Vallejo City Unified School District (2007) 149 Cal.App.4th 135
Website	CSBA District and County Office of Education Legal Services
Website	Commission on Teacher Credentialing
Website	CSBA

Cross References

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0500	Accountability
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
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4112.1	Contracts

4112.2	Certification
4112.2	Certification
4112.3	Oath Or Affirmation
4112.3-E(1)	Oath Or Affirmation
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4113	Assignment
4113	Assignment
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4211.2	Legal Status Requirement
4211.2	Legal Status Requirement
4212.3	Oath Or Affirmation
4212.3-E(1)	Oath Or Affirmation
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.9	Employee Notifications

4212.9-E(1)	Employee Notifications
4217.3	Layoff/Rehire
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.2	Personal Leaves
4311.2	Legal Status Requirement
4311.2	Legal Status Requirement
4312.3	Oath Or Affirmation
4312.3-E(1)	Oath Or Affirmation
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4317.14	Postretirement Employment
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4340	Bargaining Units
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6175	Migrant Education Program
6175	Migrant Education Program

6200	Adult Education
6200	Adult Education

Policy 4127: Temporary Athletic Team Coaches

Status: ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

The Governing Board acknowledges that well-trained coaches are vital to the success of the experience of students in sports and interscholastic athletic activities, and therefore desires to employ highly qualified coaches for the district's ~~sports and~~ interscholastic athletic ~~programs~~activities in order to enhance the knowledge, skills, motivation, and safety of ~~student athletes.~~participating students.

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. Interscholastic athletic activities include any activities in which student teams participate in interscholastic competition. (5 CCR 5590)

CSBA NOTE: When hiring a temporary athletic team coach, Education Code 44919 requires districts to first make the position available to a credentialed teacher presently employed by the district. In *CTA v. Rialto Unified School District*, the California Supreme Court held that the law is intended to grant a current certificated employee a limited advantage in the hiring process over a noncertificated employee or a nonemployee, provided that the applicant applies for the position and meets qualification criteria established by the district.

When hiring a person to fill a position as a temporary athletic activity team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

CSBA NOTE: 5 CCR 5596 specifies a code of ethical conduct for athletic coaches; see the accompanying administrative regulation. In addition, the California Interscholastic Federation (CIF) has adopted a set of principles to guide the conduct of coaches and other participants in interscholastic athletic competitions; see BP 6145.2 - Athletic Competition.

All coaches shall be subject to applicable law, Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)

Qualifications and Training

CSBA NOTE: 5 CCR 5593 establishes the minimum qualifications for employees serving as temporary athletic team coaches; see the accompanying administrative regulation.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

CSBA NOTE: Pursuant to Education Code 49024, any noncertificated employee or volunteer who works with students in a district-sponsored student activity program, such as a scholastic program,

an interscholastic athletic program, or extracurricular activities, is required to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check. See BP/AR 1240 - Volunteer Assistance and AR 4112.5/4212.5/4312.5 - Criminal Record Check. Thus, the Governing Board may (1) choose to require a temporary athletic team coach to obtain the ASCC or a DOJ/FBI criminal background check~~;~~, (2) permit an individual, at ~~his/her~~the individual's discretion, to obtain either the ASCC or DOJ/FBI check~~;~~, or (3) apply different requirements to different positions in the district (e.g., head coaches vs. assistant coaches; employees vs. volunteers). The following paragraph should be modified to reflect district practice.

In addition, Education Code 45125.01 allows multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic ~~program~~activity shall, prior to beginning ~~his/her~~the individual's duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

CSBA NOTE: Education Code 49032 requires that all high school coaches complete a district or CIF-developed coaching education program that meets the guidelines of Education Code 35179.1 ~~and~~ , which, as amended by AB 245 (Ch. 422, Statutes of 2023), includes training ~~on~~in cardiopulmonary resuscitation, use of an automated external defibrillator (AED), and first aid that includes but is not limited to training in recognizing the signs, symptoms, and appropriate response to concussions~~.~~, heat illness, and cardiac arrest. Additionally, Education Code 33479.6~~, as added by AB 1639 (Ch. 792, Statutes of 2016),~~ requires coaches~~, beginning July 1, 2017,~~ to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. ~~See~~For more information regarding training of interscholastic athletic activity coaches, see the accompanying administrative regulation.

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6, 35179.1, and 49032, and by district policy.

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Policy Reference Disclaimer:

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State	Description
5 CCR 5531	Supervision of extracurricular activities of students
5 CCR 5590-5596	Duties of temporary athletic team coaches
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179-35179.~~7~~8	Interscholastic athletics
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44332-44332.5	Temporary certificates
Ed. Code 44424	Conviction of a crime
Ed. Code 44808	Liability when students are not on school property
Ed. Code 44916	Written statement of employment status
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 45125.01	Interagency agreements for criminal record information
Ed. Code 45347	Instructional aides subject to requirements for classified staff
Ed. Code 45349	Use of volunteers to supervise or instruct students
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49030-49034	Performance enhancing substances
Ed. Code 49406	Examination for tuberculosis
Health & Safety Code 124238-124238.5	Nevaeh Youth Sports Safety Act

Management Resources	Description
California Interscholastic Federation Publication	California Interscholastic Federation Constitution and Bylaws (https://www.cifstate.org/governance/constitution/index)
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999 (https://www.cifstate.org/coaches-admin/pvh/index)
Commission on Teacher Credentialing Publication	~~10-11~~ Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010
Court Decision	CTA v. Rialto Unified School District (1997) 14 Cal. 4th 627
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187

CSBA Publication	~~Steroids and Students: What Boards Need to Know, Policy Brief, July 2005~~Preventing Catastrophic Heat Illness, Governance Brief, July 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201807PreventingCatastrophicHeatIllness.ashx?la=en&rev=7436c3554336486db014b55033426ebc)
CSBA Publication	Concussions in Student Athletes and How To Reduce Risk, Fact Sheet, January 2016 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201601ConcussionsInStudentAthletes.ashx?la=en&rev=5426e7214aa540819e2534a64c1ec82d)
Website	CSBA District and County Office of Education Legal Services
Website	Positive Coaching Alliance (https://positivecoach.org/)
Website	National Athletic Trainers' Association
Website	California Interscholastic Federation
Website	California Athletic Trainers' Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4212.4	Health Examinations

4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.63	Steroids
5131.63	Steroids
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition

Regulation 4127: Temporary Athletic Team Coaches **Status:** ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

Qualifications

CSBA NOTE: 5 CCR 5593 establishes minimum qualifications for certificated and noncertificated employees assigned as temporary athletic team coaches. Pursuant to 5 CCR 5593, the Superintendent or designee is required to certify to the Governing Board that each newly hired coach meets the requirements of 5 CCR 5593; see the accompanying Board policy.

The district should modify the following section to reflect any additional criteria. Districts may consider developing specific criteria for each ~~coaching~~interscholastic athletic activity coach position.

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:

    a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card

    b. A valid sports injury certificate or first aid card, and a valid CPR card

    c. A valid Emergency Medical Technician (EMT) I or II card

    d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)

    e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

    a. Completion of a college course in coaching theory and techniques

    b. Completion of ~~inservice~~in-service programs arranged by a school district or county office of education

    c. Prior service as a student coach or assistant athletic coach in the sport or game being coached

d. Prior coaching in community youth athletic programs in the sport being coached

e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:

   a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions

   b. Completion of a seminar or workshop on human growth and development of youth

   c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

CSBA NOTE: The qualifications required by 5 CCR 5593 for employees serving as temporary athletic team coaches do not apply to volunteer coaches. The following optional paragraph is for use by districts that require volunteers who supervise or direct an athletic program to meet those same qualifications. For more information regarding volunteer assistance in schools, see BP/AR 1240 – Volunteer Assistance.

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

CSBA NOTE: Pursuant to Education Code 49024 ~~requires~~, any noncertificated employee or volunteer who works with students in a district-sponsored student activity program, including

scholastic programs, interscholastic athletic ~~program to~~programs, and extracurricular activities, must obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or ~~to~~ clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning ~~his/her~~ duties. See the accompanying Board policy.

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

Training

CSBA NOTE: The following paragraph is for use by districts that maintain high schools. Education Code 49032 requires that all high school coaches complete a coaching education program developed by the district or the California Interscholastic Federation (CIF) that meets the guidelines listed in Education Code 35179.1 ~~and includes training on the signs, symptoms, and appropriate response to concussions.~~ , as amended by AB 245 (Ch. 422, Statutes of 2023), and includes training in cardiopulmonary resuscitation, use of an automated external defibrillator (AED), and first aid that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. Pursuant to Health and Safety Code 124238.5, as added by AB 1467 (Ch. 24, Statutes of 2023), beginning January 1, 2027, districts are required to provide student athletes with access to an AED during any official practice or match that, when medical circumstances warrant its use, is administered by a medical professional, coach, or other designated person who holds AED certification and complies with any other qualifications pursuant to law.

Pursuant to Education Code 35179.8, as amended by AB 1653 (Ch. 589, Statutes of 2023), CIF, in consultation with the California Department of Education (CDE), is required to develop guidelines, procedures, and safety standards for the prevention and management of exertional heat illness.

Districts that wish to set their own standards for the coaching education program instead of using the standards developed by the CIF should modify the following paragraph accordingly.

Each employee or volunteer high school athletic team coach shall complete, at ~~his/her~~the individual's expense, a coaching education program that meets the standards developed by ~~the~~ CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, ~~and~~ CPR, including certification, use of an automated external defibrillator (AED), and first aid~~, including~~ that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

CSBA NOTE: Education Code 33479.6~~, as added by AB 1639 (Ch. 792, Statutes of 2016),~~ requires the coach of an athletic activity~~, beginning July 1, 2017,~~ to complete, and retake every two years thereafter, a training course related to the nature and warning signs of sudden cardiac arrest, including the risks associated with continuing to play or practice after experiencing fainting or seizures during exercise, unexplained shortness of breath, chest pain, dizziness, racing heart rate, or extreme fatigue. Pursuant to Education Code 33479.7~~, as added by AB 1639, on or after July 1, 2019~~ a coach who does not complete the required sudden cardiac arrest training is subject to suspension from coaching any athletic activity until the required training is completed.

Online training fulfilling this requirement is available on the CIF's ~~web site. Furthermore~~website.

Additionally, Education Code 33479.2~~, as added by AB 1639,~~ requires ~~the California Department of Education~~CDE to post related information on its ~~web site~~website.

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic ~~programs and~~ activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

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State	Description
5 CCR 5531	Supervision of extracurricular activities of students

5 CCR 5590-5596	Duties of temporary athletic team coaches
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179-35179.~~7~~8	Interscholastic athletics
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44332-44332.5	Temporary certificates
Ed. Code 44424	Conviction of a crime
Ed. Code 44808	Liability when students are not on school property
Ed. Code 44916	Written statement of employment status
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 45125.01	Interagency agreements for criminal record information
Ed. Code 45347	Instructional aides subject to requirements for classified staff
Ed. Code 45349	Use of volunteers to supervise or instruct students
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49030-49034	Performance enhancing substances
Ed. Code 49406	Examination for tuberculosis
Health & Safety Code 124238-124238.5	Nevaeh Youth Sports Safety Act

Management Resources	**Description**
California Interscholastic Federation Publication	California Interscholastic Federation Constitution and Bylaws (https://www.cifstate.org/governance/constitution/index)
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999 (https://www.cifstate.org/coaches-admin/pvh/index)
Commission on Teacher Credentialing Publication	~~10-11~~ Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010
Court Decision	CTA v. Rialto Unified School District (1997) 14 Cal. 4th 627
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
CSBA Publication	~~Steroids and Students: What Boards Need to Know, Policy Brief, July 2005~~Preventing Catastrophic Heat Illness, Governance Brief, July 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201807PreventingCatastrophicHeatIllness.ashx?la=en&rev=7436c3554336486db014b55033426ebc)
CSBA Publication	Concussions in Student Athletes and How To Reduce Risk, Fact Sheet, January 2016 (https://www.csba.org/-

	/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201601ConcussionsInStudentAthletes.ashx?la=en&rev=5426e7214aa540819e2534a64c1ec82d)
Website	CSBA District and County Office of Education Legal Services
Website	Positive Coaching Alliance (https://positivecoach.org/)
Website	National Athletic Trainers' Association
Website	California Interscholastic Federation
Website	California Athletic Trainers' Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
5121	Grades/Evaluation Of Student Achievement

5121	Grades/Evaluation Of Student Achievement
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.63	Steroids
5131.63	Steroids
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition

Policy 4161: Leaves

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** ~~07~~06/01/~~2008~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2008~~2024

CSBA NOTE: ~~Employee leave provisions are frequently governed by a collective bargaining agreement or a memorandum of understanding between the Governing Board and employee organizations.~~ The following optional policy is subject to collective bargaining and should be ~~deleted or~~ revised ~~for consistency~~in accordance with any ~~such district agreements.~~applicable collective bargaining agreement. To the extent that this policy is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

CSBA NOTE: Items #1-10 below reflect categories of leave which are described in more detail in the ~~cited~~ cross-referenced leave policies or administrative regulations~~.~~ cited below in the Policy Reference section. In addition, Education ~~Code~~Codes 44963, applicable to certificated staff, and 45198, applicable to classified staff, allow the Governing Board to grant leaves with or without pay to certificated and classified staff for any purpose or period of time, as long as no employee is deprived of any leave to which ~~he/she~~the employee is legally entitled. Education Code 45190, as amended by AB 472 (Ch. 331, Statutes of 2023), clarifies that, as to classified staff, including in a district that has adopted the merit system, the Board's authority to grant leaves of absence and vacations with or without pay includes voluntary leaves of absence. Any additional types of leaves so granted by the Board may be added to the following list.

~~The Board recognizes the following justifiable reasons for employee absence:~~ Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:

1. Personal illness or injury
2. Industrial accident or illness
3. Family care and medical leave
4. Military service
5. Personal necessity and personal emergencies

CSBA NOTE: Pursuant to Education Code 44986, the Board may grant to any certificated employee who has applied for disability benefits a leave of absence, not to exceed 30 days beyond final

determination of the employee's eligibility for disability benefits by the State Teachers' Retirement System. If the employee is determined to be eligible, that leave must be extended for the term of the disability, up to 39 months.

6. Disability leave for certificated employees in accordance with Education Code 44986

7. Vacations for classified staff and certificated management staff, as applicable

8. Sabbaticals for purposes of study or training related to the employee's job duties

9. Attendance at work-related meetings and staff development opportunities

CSBA NOTE: Pursuant to Education Code 45190, as amended by AB 472 (Ch. 331, Statutes of 2023), if a district, including a district that has adopted the merit system, places an employee on an involuntary leave of absence during the period the employee is charged with a criminal offense, is under a criminal investigation, or is waiting due to administrative delay for necessary job-related administrative determinations, then, upon the conclusion of the proceedings in favor of the employee, the district is required to pay to the employee the employee's full compensation for the period of the involuntary leave of absence upon the employee's return to service in the district. "Involuntary leave of absence" includes, but is not limited to, a compulsory leave of absence or a suspension.

10. Compulsory leave

11. Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law

12. Bereavement

Long-Term Leaves

~~CSBA NOTE: The following optional section should be revised as necessary for consistency with a collective bargaining agreement or a memorandum of understanding between the Board and employee organizations.~~

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that employee held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

CSBA NOTE: Leave provisions for administrative and supervisory personnel who are not subject to collective bargaining agreements may be detailed in an individual contract, memorandum of understanding, or Board policy. The following optional section is for use by districts that, ~~via~~through policy, grant the same leave provisions to administrative and supervisory employees as are granted to other certificated or classified employees.

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

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State	Description
Ed. Code 22850-22856	Pension benefits; STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44962-44988	Leave of absence; certificated
Ed. Code 45059	Employee ordered to active military/naval duty; computation of salary
Ed. Code 45190-45210	Leaves of absence; classified
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act

Gov. Code 12945.7	Bereavement leave
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

Federal	Description
29 USC 2601-2654	Family Care and Medical Leave Act
38 USC 4301-4334	Uniformed Services Employment and Reemployment Rights Act of 1994

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
2121	Superintendent's Contract
4112.1	Contracts
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4131	Staff Development
4141	Collective Bargaining Agreement
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits

4159	Employee Assistance Programs
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.3	Professional Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4231	Staff Development
4241	Collective Bargaining Agreement
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4259	Employee Assistance Programs
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.3	Professional Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4312.1	Contracts

4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4331	Staff Development
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4359	Employee Assistance Programs
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4161: Leaves

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** ~~07~~06/01/~~2008~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2008~~2024

Failure to Return to Service After Leave

~~CSBA NOTE: Education Code 44842(c)~~CSBA NOTE: The following optional regulation is subject to collective bargaining and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Education Code 44842 addresses the return to service of a certificated employee at the beginning of the school year following a leave of absence after April 30 of the previous school year and authorizes termination of the employee if specified circumstances exist. As described in ~~item~~Item #1 below, one of the circumstances is the employee's failure to report for duty, without good cause, after having notified the Governing Board of ~~his/her~~the intent to remain in service. See AR 4112.1 - Contracts for provisions of Education Code 44842 pertaining to the duty of all certificated employees to notify the district of their intention to remain in service if the district has issued a written re-employment notice requesting employees to provide such notice.

~~In~~The district may terminate the ~~case~~employment of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year~~, the district may terminate the employment of such an employee~~ if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of ~~his/her~~the intention to remain in service with the district in accordance with Education Code 44842~~.~~

2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work~~.~~

3. The employee continues to be absent from work for 20 consecutive working days, beginning from the date the employee was to report to work.

3. 4. The employee did not request or was not granted a leave of absence authorized by the Board~~.~~

~~In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)~~

Use of Leaves by Classified Employees

CSBA NOTE: Education Code 45200 authorizes the Board to allow classified employees to switch from vacation leave to another type of leave as provided below. The following optional section is for use by districts that choose to offer such an option to classified employees and may be used by districts that have adopted the merit system.

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

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Ed. Code 44800	Effect of active military service on status of employees
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Ed. Code 44962-44988	Leave of absence; certificated
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Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.7	Bereavement leave
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Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

Federal	**Description**
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Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

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4161.2	Personal Leaves
4161.3	Professional Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program

4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
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4359	Employee Assistance Programs
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4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave

4361.9 Catastrophic Leave Program

4361.9 Catastrophic Leave Program

Regulation 4161.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 03/01/2017 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** 06/01/2024

The following administrative regulation applies to classified employees, including classified management. For certificated employees, including certificated management, see Administrative Regulation 4161.1/4361.1 – Personal Illness/Injury Leave.

Certificated employees employed five school days per week are entitled to 10 days leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

A certificated employee may use sick leave for absences as authorized by law and/or collective bargaining agreement, including, but not limited to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

2. Pregnancy, miscarriage, childbirth, and related recovery, as well as reproductive loss (Education Code 44965, 44978; Government Code 12945.6)

3. Personal necessity (Education Code 44981)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

7. Need of the employee or employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health

condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

9. Bereavement leave, as specified in Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves (Education Code 44985; Government Code 12945.7)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination, in accordance with Education Code 44042.5.

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans

Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the Superintendent or designee of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for

probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or

extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:

    a. That an employee is entitled to accrue, request, and use paid sick days

    b. The number of sick days provided by Labor Code 245-249

    c. The terms of use of paid sick days

    d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee

2. Provide at least 40 hours or five days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

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

State	Description
5 CCR 5601	Transfer of accumulated sick leave
Ed. Code 44042.5	Wage overpayment
Ed. Code 44964	Power to grant leaves of absence for accident, illness, or quarantine
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth

Ed. Code 44976	Transfer of leave rights when school is transferred to another district
Ed. Code 44977	Salary schedule for substitute employees
Ed. Code 44977.5	Differential pay during parental leave up to 12 weeks after sick leave is exhausted
Ed. Code 44978	Sick leave; certificated employees
Ed. Code 44978.1	Inability to return to duty; placement in another position or on reemployment list
Ed. Code 44978.2	Leave for military service-connected disability
Ed. Code 44979	Transfer of accumulated sick leave to another district
Ed. Code 44980	Transfer of accumulated sick leave to a county office of education
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44983	Compensation during leave; certificated employees
Ed. Code 44984	Required rules for industrial accident and illness leave
Ed. Code 44985	Leave of absence due to death in immediate family; certificated
Ed. Code 44986	Leave of absence; state disability benefits
Ed. Code 45194	Bereavement leave of absence; classified
Gov. Code 12945.1-12945.21	California Family Rights Act
Gov. Code 12945.6	Reproductive loss leave
Gov. Code 12945.7	Bereavement leave
Lab. Code 220	Sections inapplicable to public employees
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 230.1	Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014
Federal	**Description**

20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
29 CFR 1635.1-1635.12	Genetic Information Nondiscrimination Act of 2008
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008

Management Resources	**Description**
Court Decision	Veguez v. Governing Board of Long Beach Unified School District (2005) 127 Cal.App.4th 406
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
2121	Superintendent's Contract
4032	Reasonable Accommodation
4112.2	Certification
4112.2	Certification
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.9	Employee Notifications
4112.9	Employee Notifications
4113.4	Temporary Modified/Light-Duty Assignment
4113.5	Working Remotely
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.11	Preretirement Part-Time Employment
4119.41	Employees With Infectious Disease
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.9	Employee Notifications
4212.9	Employee Notifications
4213.4	Temporary Modified/Light-Duty Assignment
4213.5	Working Remotely
4219.41	Employees With Infectious Disease
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4261.11	Industrial Accident/Illness Leave

4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4312.42	Drug And Alcohol Testing For School Bus Drivers
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4312.9	Employee Notifications
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4313.4	Temporary Modified/Light-Duty Assignment
4313.5	Working Remotely
4317.11	Preretirement Part-Time Employment
4319.41	Employees With Infectious Disease
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4161.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

CSBA NOTE: The following **mandated** administrative regulation is subject to collective bargaining ~~agreements.~~and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Personal leaves granted to district employees shall be used as permitted in law, this administrative regulation, other Governing Board-approved policy or district regulation, or applicable collective bargaining agreement, or as otherwise required by law.

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA's District and County Office of Education Legal Services or district legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

CSBA NOTE: Pursuant to Government Code 12945.7, ~~as added by AB 1949 (Ch. 767, Statutes of 2022),~~ districts are required to provide up to five days of bereavement leave for the death of an employee's "family member," as defined, if the employee was employed by the district for at least 30 days prior to the commencement of the bereavement leave. Education Code 44985 and 45194 grant three days, or five days if out-of-state travel is required, of paid bereavement leave for certificated and classified employees upon the death of a member of the employee's "immediate family." Government Code 12945.7~~, as added by AB 1949,~~ potentially expands the length of this leave, but not necessarily the requirement to pay for this leave. Education Code 44985 and 45194 grant bereavement leave for a member of the employee's "immediate family," the definition of which is more expansive than a "family member," pursuant to Government Code 12945.7. Any bereavement leave taken under the Education Code and/or Government Code runs concurrently and not consecutively.

The bereavement leave days do not need to be taken consecutively, but must be taken within three months of the family member's date of death. Districts with existing policies that provide employees less than five days of paid bereavement leave must continue to give employees the number of paid days specified in the policy, but may provide the remainder of the five days as unpaid bereavement leave. Districts must allow employees to use any paid vacation, personal leave, sick leave, or compensatory time off for the balance of the unpaid bereavement leave. Additionally, Government Code 12945.7~~, as added by AB 1949,~~ makes it unlawful to retaliate or discriminate against an employee for using bereavement leave or to interfere with an employee's right to use bereavement leave.

Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. Additionally, Government Code 12945.2 includes parent-in-law in the definition of "family member" for purposes of bereavement leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.

Districts with questions about bereavement leave should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The following paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. ~~(Government Code 12945.7)~~

~~No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)~~

~~CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2 includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.~~

"Immediate ~~*Family*~~family" means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, sibling, or sibling-in-law of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194; Government Code 12945.7)

No deduction shall be made from the employee's salary for any authorized paid bereavement leave as specified in the collective bargaining agreement or as otherwise established by this policy, nor shall such leave be deducted from any other leave to which the employee is entitled unless requested by the employee. (Education Code 44985, 45194; Government Code 12945.7)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Reproductive Loss

CSBA NOTE: Pursuant to Government Code 12945.6, as added by SB 848 (Ch. 724, Statutes of 2023), the district is prohibited from refusing to grant a request by an employee who has worked at least 30 days for the district to take up to five days of reproductive loss leave following a reproductive loss event. The district is not required to grant more than 20 days for multiple reproductive loss events during a 12-month period.

Government Code 12945.6, as added by SB 848, prohibits the district from retaliating or discriminating against an employee for taking reproductive loss leave or giving information or testimony related to such right, or to interfere with, restrain, or deny the exercise or attempted exercise of this right.

Upon request by any employee who has experienced a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, the district shall grant the employee up to five days of reproductive loss leave, to be taken consecutively or non-consecutively. The employee shall take the leave within three months following the event. If the employee is on another type of leave at the time of the reproductive loss event, or chooses to take another type of leave immediately following a reproductive loss event, then the reproductive loss leave shall be completed within three months of the end date of the other leave. (Government Code 12945.6)

CSBA NOTE: Pursuant to Government Code 12945.6, as added by SB 848, reproductive loss leave is required to be taken pursuant to any existing applicable leave policy of the district. However, if the district's leave policy does not so specify, the reproductive loss leave will be unpaid, but the employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. Districts that provide paid reproductive loss leave should revise the following paragraph to reflect district practice.

Reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. (Government Code 12945.6)

Any request or inquiry or information provided by an employee related to reproductive loss leave and/or a reproductive loss shall remain confidential, except to internal personnel or counsel as necessary or as required by law.

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees). Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in the applicable collective

bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320.Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)

2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult CSBA's District and County Office of Education Legal Services or district legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave.

Pursuant to Government Code 12945.2 and Labor Code 245.5, ~~as amended by AB 1041 (Ch. 748, Statutes of 2022), CFRA~~the California Family Rights Act (CFRA) provides an eligible employee with up to 12 weeks of unpaid, job-protected leave to care for a designated person who has a serious health condition, in addition to caring for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave. The district may limit the employee to taking CFRA leave to care for one designated person per 12-month period. For further information regarding medical leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)

CSBA NOTE: Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in Item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

CSBA NOTE: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee

6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in Items #1-2 above and by certificated employees for the reasons specified in Items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations (DIR), employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or CFRA (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE: Education Code 44981 and 45207 mandate the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE: Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in Items #1-2 below.

Pursuant to Education Code 44037, it is unlawful for the district, or personnel commission for merit districts, to (1) adopt any rule, regulation, or policy that encourages classified employees to seek exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury

2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

CSBA NOTE: The following paragraph is optional and applies only to certificated employees. Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. The Board may grant the leave with or without pay. Districts that do not grant such leave should delete this paragraph., or revise it to reflect district practice.

~~An~~A certificated employee shall be granted leave with pay to appear in court as a witness other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)

2. A serious felony as defined in Penal Code 1192.7(c)

3. A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee.

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230.1 allow employees who are victims of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime to use any available vacation, personal leave, or compensatory time off for the purposes

described in Items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes. Pursuant to Labor Code 230.1, Items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child

2. Seek medical attention for injuries caused by crime or abuse

3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse

4. Obtain psychological counseling or mental health services related to an experience of crime or abuse

5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf.

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim

2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court

3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse

4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

CSBA NOTE: Pursuant to Labor Code 230.1, districts with 25 or more employees are required to notify district employees of employee rights under Labor Code 230 and 230.1. The district may use a form developed by the Labor Commissioner for this purpose, when available on DIR's website, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form.

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using leave for child-related activities is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.

2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due

to one of the following circumstances:

a. A request by the school or child care provider that the child be picked up

b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider

c. Behavioral or discipline problems

d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays

e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

CSBA NOTE: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice.

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state

2. The board, commission, organization, or group informs the district in writing of the service

3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's written request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that any certificated or classified employee may take time off without loss of compensation to serve as an elected officer of any local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Pursuant to Education Code 44987 and 45210, an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

CSBA NOTE: Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by

the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

CSBA NOTE: The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult CSBA's District and County Office of Education Legal Services or district legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in *Rankin v. Commission on Professional Competence*.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the

intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

CSBA NOTE: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

CSBA NOTE: Pursuant to Labor Code 230.4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

CSBA NOTE: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

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Policy Reference Disclaimer:
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State	Description
CA Constitution Article 1, Section 8	Religious discrimination
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44963	Power to grant leaves of absence; certificated
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44985	Leave of absence due to death in immediate family; certificated
Ed. Code 44987	Service as officer of employee organization; certificated
Ed. Code 44987.3	Leave of absence to serve on certain boards, commissions, etc.
Ed. Code 45190	Leaves of absence and vacations; classified
Ed. Code 45194	Bereavement leave of absence; classified
Ed. Code 45198	Effect of provisions authorizing leaves of absence
Ed. Code 45207	Personal necessity; classified
Ed. Code 45210	Service as officer of employee organization; classified
Ed. Code 45240-45320	Merit system
Evid. Code 1035.2	Sex assault counselor; definition
Evid. Code 1037.1	Domestic violence counselor; definition
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Reproductive loss leave
Gov. Code 12945.7	Bereavement leave
Gov. Code 3543.1	Rights of employee organizations
Lab. Code 1500-1507	Civil Air Patrol leave

Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault, or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 246.5	Paid sick days; purposes for use
M&V Code 395.10	Leave when spouse on leave from military deployment
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms; enhancement of prison terms

Federal	**Description**
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964

Management Resources	**Description**
Court Decision	Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167
Public Employment Relations Board Decision	Berkeley Council of Classified Employees v. Berkeley Unified School District (2008) PERB Decision No. 1954
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Industrial Relations
Website	California Federation of Teachers
Website	California Public Employment Relations Board
Website	California School Employees Association
Website	California Teachers Association

Cross References

Code	**Description**
2121	Superintendent's Contract
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications

4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4143	Negotiations/Consultation
4158	Employee Security
4158	Employee Security
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4261.1	Personal Illness/Injury Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security

4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Policy 4212.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | **Last Revised Date:** ~~05~~06/01/~~2020~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2020~~2024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their 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.

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State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members

Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice

Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications ~~regarding~~ Workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record
Federal	**Description**
20 USC 2354	Local application for career and technical education programs

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances

3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security
4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries

4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves

4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Exhibit 4212.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** ~~12~~6/01/~~2023~~2024

CSBA NOTE: The following exhibit lists notices ~~which~~that the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

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: 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
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, ~~migrant~~ students who are migratory, and ~~students participating in a~~ newcomer ~~program~~students.

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 epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 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 #: 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 and other employees upon request, in districts with 25 or more employees
Education or Other Legal Code: Labor Code 230.1
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

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: 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: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable
Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted
Education or Other Legal Code: Labor Code 6409.6
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment
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, 106.9
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: 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: 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 4118; 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 Board decision re: 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 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 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 re: 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 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 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 epinephrine auto-injector
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: 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: When document identifying employee who is victim of domestic violence is disclosed
Education or Other Legal Code: Labor Code 230
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of domestic violence

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 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 re: 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

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

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss

Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification

H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications ~~regarding~~ Workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record

Federal	**Description**
20 USC 2354	Local application for career and technical education programs
29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment

4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security

4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries
4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves

4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.21	Administering Medication And Monitoring Health Conditions

5141.21	Administering Medication And Monitoring Health Conditions
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 4227: Temporary Athletic Team Coaches

Status: ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

The Governing Board acknowledges that well-trained coaches are vital to the success of the experience of students in sports and interscholastic athletic activities, and therefore desires to employ highly qualified coaches for the district's ~~sports and~~ interscholastic athletic ~~programs~~activities in order to enhance the knowledge, skills, motivation, and safety of ~~student athletes.~~participating students.

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. Interscholastic athletic activities include any activities in which student teams participate in interscholastic competition. (5 CCR 5590)

CSBA NOTE: When hiring a temporary athletic team coach, Education Code 44919 requires districts to first make the position available to a credentialed teacher presently employed by the district. In *CTA v. Rialto Unified School District*, the California Supreme Court held that the law is intended to grant a current certificated employee a limited advantage in the hiring process over a noncertificated employee or a nonemployee, provided that the applicant applies for the position and meets qualification criteria established by the district.

When hiring a person to fill a position as a temporary athletic activity team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

CSBA NOTE: 5 CCR 5596 specifies a code of ethical conduct for athletic coaches; see the accompanying administrative regulation. In addition, the California Interscholastic Federation (CIF) has adopted a set of principles to guide the conduct of coaches and other participants in interscholastic athletic competitions; see BP 6145.2 - Athletic Competition.

All coaches shall be subject to applicable law, Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)

Qualifications and Training

CSBA NOTE: 5 CCR 5593 establishes the minimum qualifications for employees serving as temporary athletic team coaches; see the accompanying administrative regulation.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

CSBA NOTE: Pursuant to Education Code 49024, any noncertificated employee or volunteer who works with students in a district-sponsored student activity program, such as a scholastic program,

an interscholastic athletic program, or extracurricular activities, is required to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check. See BP/AR 1240 - Volunteer Assistance and AR 4112.5/4212.5/4312.5 - Criminal Record Check. Thus, the Governing Board may (1) choose to require a temporary athletic team coach to obtain the ASCC or a DOJ/FBI criminal background check~~;~~, (2) permit an individual, at ~~his/her~~the individual's discretion, to obtain either the ASCC or DOJ/FBI check~~;~~, or (3) apply different requirements to different positions in the district (e.g., head coaches vs. assistant coaches; employees vs. volunteers). The following paragraph should be modified to reflect district practice.

In addition, Education Code 45125.01 allows multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic ~~program~~activity shall, prior to beginning ~~his/her~~the individual's duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

CSBA NOTE: Education Code 49032 requires that all high school coaches complete a district or CIF-developed coaching education program that meets the guidelines of Education Code 35179.1 ~~and~~ , which, as amended by AB 245 (Ch. 422, Statutes of 2023), includes training ~~on~~in cardiopulmonary resuscitation, use of an automated external defibrillator (AED), and first aid that includes but is not limited to training in recognizing the signs, symptoms, and appropriate response to concussions~~.~~, heat illness, and cardiac arrest. Additionally, Education Code 33479.6~~, as added by AB 1639 (Ch. 792, Statutes of 2016),~~ requires coaches~~, beginning July 1, 2017,~~ to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. ~~See~~For more information regarding training of interscholastic athletic activity coaches, see the accompanying administrative regulation.

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6, 35179.1, and 49032, and by district policy.

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

State	Description

5 CCR 5531	Supervision of extracurricular activities of students
5 CCR 5590-5596	Duties of temporary athletic team coaches
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179-35179.~~7~~8	Interscholastic athletics
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44332-44332.5	Temporary certificates
Ed. Code 44424	Conviction of a crime
Ed. Code 44808	Liability when students are not on school property
Ed. Code 44916	Written statement of employment status
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 45125.01	Interagency agreements for criminal record information
Ed. Code 45347	Instructional aides subject to requirements for classified staff
Ed. Code 45349	Use of volunteers to supervise or instruct students
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49030-49034	Performance enhancing substances
Ed. Code 49406	Examination for tuberculosis
Health & Safety Code 124238-124238.5	Nevaeh Youth Sports Safety Act

Management Resources	**Description**
California Interscholastic Federation Publication	California Interscholastic Federation Constitution and Bylaws (https://www.cifstate.org/governance/constitution/index)
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999 (https://www.cifstate.org/coaches-admin/pvh/index)
Commission on Teacher Credentialing Publication	~~10-11~~ Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010
Court Decision	CTA v. Rialto Unified School District (1997) 14 Cal. 4th 627
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
CSBA Publication	~~Steroids and Students: What Boards Need to Know, Policy Brief, July 2005~~Preventing Catastrophic Heat Illness, Governance Brief, July 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs

	/201807PreventingCatastrophicHeatIllness.ashx?la=en&rev=7436c3554336486db014b55033426ebc)
CSBA Publication	Concussions in Student Athletes and How To Reduce Risk, Fact Sheet, January 2016 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201601ConcussionsInStudentAthletes.ashx?la=en&rev=5426e7214aa540819e2534a64c1ec82d)
Website	CSBA District and County Office of Education Legal Services
Website	Positive Coaching Alliance (https://positivecoach.org/)
Website	National Athletic Trainers' Association
Website	California Interscholastic Federation
Website	California Athletic Trainers' Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4218	Dismissal/Suspension/Disciplinary Action

4218	Dismissal/Suspension/Disciplinary Action
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.63	Steroids
5131.63	Steroids
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition

Regulation 4227: Temporary Athletic Team Coaches **Status:** ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

Qualifications

CSBA NOTE: 5 CCR 5593 establishes minimum qualifications for certificated and noncertificated employees assigned as temporary athletic team coaches. Pursuant to 5 CCR 5593, the Superintendent or designee is required to certify to the Governing Board that each newly hired coach meets the requirements of 5 CCR 5593; see the accompanying Board policy.

The district should modify the following section to reflect any additional criteria. Districts may consider developing specific criteria for each ~~coaching~~interscholastic athletic activity coach position.

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:

    a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card

    b. A valid sports injury certificate or first aid card, and a valid CPR card

    c. A valid Emergency Medical Technician (EMT) I or II card

    d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)

    e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

    a. Completion of a college course in coaching theory and techniques

    b. Completion of ~~inservice~~in-service programs arranged by a school district or county office of education

    c. Prior service as a student coach or assistant athletic coach in the sport or game being coached

d. Prior coaching in community youth athletic programs in the sport being coached

e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:

a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions

b. Completion of a seminar or workshop on human growth and development of youth

c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

CSBA NOTE: The qualifications required by 5 CCR 5593 for employees serving as temporary athletic team coaches do not apply to volunteer coaches. The following optional paragraph is for use by districts that require volunteers who supervise or direct an athletic program to meet those same qualifications. For more information regarding volunteer assistance in schools, see BP/AR 1240 – Volunteer Assistance.

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

CSBA NOTE: Pursuant to Education Code 49024 ~~requires~~, any noncertificated employee or volunteer who works with students in a district-sponsored student activity program, including

scholastic programs, interscholastic athletic ~~program to~~programs, and extracurricular activities, must obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or ~~to~~ clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning ~~his/her~~ duties. See the accompanying Board policy.

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

Training

CSBA NOTE: The following paragraph is for use by districts that maintain high schools. Education Code 49032 requires that all high school coaches complete a coaching education program developed by the district or the California Interscholastic Federation (CIF) that meets the guidelines listed in Education Code 35179.1 ~~and includes training on the signs, symptoms, and appropriate response to concussions.~~ , as amended by AB 245 (Ch. 422, Statutes of 2023), and includes training in cardiopulmonary resuscitation, use of an automated external defibrillator (AED), and first aid that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. Pursuant to Health and Safety Code 124238.5, as added by AB 1467 (Ch. 24, Statutes of 2023), beginning January 1, 2027, districts are required to provide student athletes with access to an AED during any official practice or match that, when medical circumstances warrant its use, is administered by a medical professional, coach, or other designated person who holds AED certification and complies with any other qualifications pursuant to law.

Pursuant to Education Code 35179.8, as amended by AB 1653 (Ch. 589, Statutes of 2023), CIF, in consultation with the California Department of Education (CDE), is required to develop guidelines, procedures, and safety standards for the prevention and management of exertional heat illness.

Districts that wish to set their own standards for the coaching education program instead of using the standards developed by the CIF should modify the following paragraph accordingly.

Each employee or volunteer high school athletic team coach shall complete, at ~~his/her~~the individual's expense, a coaching education program that meets the standards developed by ~~the~~ CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, ~~and~~ CPR, including certification, use of an automated external defibrillator (AED), and first aid~~, including~~ that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

CSBA NOTE: Education Code 33479.6~~, as added by AB 1639 (Ch. 792, Statutes of 2016),~~ requires the coach of an athletic activity~~, beginning July 1, 2017,~~ to complete, and retake every two years thereafter, a training course related to the nature and warning signs of sudden cardiac arrest, including the risks associated with continuing to play or practice after experiencing fainting or seizures during exercise, unexplained shortness of breath, chest pain, dizziness, racing heart rate, or extreme fatigue. Pursuant to Education Code 33479.7~~, as added by AB 1639, on or after July 1, 2019~~ a coach who does not complete the required sudden cardiac arrest training is subject to suspension from coaching any athletic activity until the required training is completed.

Online training fulfilling this requirement is available on the CIF's ~~web site. Furthermore~~website.

Additionally, Education Code 33479.2~~, as added by AB 1639,~~ requires ~~the California Department of Education~~CDE to post related information on its ~~web site~~website.

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic ~~programs and~~ activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

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California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999 (https://www.cifstate.org/coaches-admin/pvh/index)
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CSBA Publication	~~Steroids and Students: What Boards Need to Know, Policy Brief, July 2005~~Preventing Catastrophic Heat Illness, Governance Brief, July 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201807PreventingCatastrophicHeatIllness.ashx?la=en&rev=7436c3554336486db014b55033426ebc)
CSBA Publication	Concussions in Student Athletes and How To Reduce Risk, Fact Sheet, January 2016 (https://www.csba.org/-

	/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201601ConcussionsInStudentAthletes.ashx?la=en&rev=5426e7214aa540819e2534a64c1ec82d)
Website	CSBA District and County Office of Education Legal Services
Website	Positive Coaching Alliance (https://positivecoach.org/)
Website	National Athletic Trainers' Association
Website	California Interscholastic Federation
Website	California Athletic Trainers' Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
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5131.1	Bus Conduct
5131.1	Bus Conduct
5131.63	Steroids
5131.63	Steroids
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition

Policy 4261: Leaves

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** ~~07~~06/01/~~2008~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2008~~2024

CSBA NOTE: ~~Employee leave provisions are frequently governed by a collective bargaining agreement or a memorandum of understanding between the Governing Board and employee organizations.~~ The following optional policy is subject to collective bargaining and should be ~~deleted or~~ revised ~~for consistency~~in accordance with any ~~such district agreements.~~applicable collective bargaining agreement. To the extent that this policy is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

CSBA NOTE: Items #1-10 below reflect categories of leave which are described in more detail in the ~~cited~~ cross-referenced leave policies or administrative regulations~~.~~ cited below in the Policy Reference section. In addition, Education ~~Code~~Codes 44963, applicable to certificated staff, and 45198, applicable to classified staff, allow the Governing Board to grant leaves with or without pay to certificated and classified staff for any purpose or period of time, as long as no employee is deprived of any leave to which ~~he/she~~the employee is legally entitled. Education Code 45190, as amended by AB 472 (Ch. 331, Statutes of 2023), clarifies that, as to classified staff, including in a district that has adopted the merit system, the Board's authority to grant leaves of absence and vacations with or without pay includes voluntary leaves of absence. Any additional types of leaves so granted by the Board may be added to the following list.

~~The Board recognizes the following justifiable reasons for employee absence:~~ Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:

1. Personal illness or injury
2. Industrial accident or illness
3. Family care and medical leave
4. Military service
5. Personal necessity and personal emergencies

CSBA NOTE: Pursuant to Education Code 44986, the Board may grant to any certificated employee who has applied for disability benefits a leave of absence, not to exceed 30 days beyond final

determination of the employee's eligibility for disability benefits by the State Teachers' Retirement System. If the employee is determined to be eligible, that leave must be extended for the term of the disability, up to 39 months.

6. Disability leave for certificated employees in accordance with Education Code 44986

7. Vacations for classified staff and certificated management staff, as applicable

8. Sabbaticals for purposes of study or training related to the employee's job duties

9. Attendance at work-related meetings and staff development opportunities

CSBA NOTE: Pursuant to Education Code 45190, as amended by AB 472 (Ch. 331, Statutes of 2023), if a district, including a district that has adopted the merit system, places an employee on an involuntary leave of absence during the period the employee is charged with a criminal offense, is under a criminal investigation, or is waiting due to administrative delay for necessary job-related administrative determinations, then, upon the conclusion of the proceedings in favor of the employee, the district is required to pay to the employee the employee's full compensation for the period of the involuntary leave of absence upon the employee's return to service in the district. "Involuntary leave of absence" includes, but is not limited to, a compulsory leave of absence or a suspension.

10. Compulsory leave

11. Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law

12. Bereavement

Long-Term Leaves

~~CSBA NOTE: The following optional section should be revised as necessary for consistency with a collective bargaining agreement or a memorandum of understanding between the Board and employee organizations.~~

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that employee held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

CSBA NOTE: Leave provisions for administrative and supervisory personnel who are not subject to collective bargaining agreements may be detailed in an individual contract, memorandum of understanding, or Board policy. The following optional section is for use by districts that, ~~via~~through policy, grant the same leave provisions to administrative and supervisory employees as are granted to other certificated or classified employees.

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

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State	Description
Ed. Code 22850-22856	Pension benefits; STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44962-44988	Leave of absence; certificated
Ed. Code 45059	Employee ordered to active military/naval duty; computation of salary
Ed. Code 45190-45210	Leaves of absence; classified
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act

Gov. Code 12945.7	Bereavement leave
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

Federal	Description
29 USC 2601-2654	Family Care and Medical Leave Act
38 USC 4301-4334	Uniformed Services Employment and Reemployment Rights Act of 1994

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
2121	Superintendent's Contract
4112.1	Contracts
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4131	Staff Development
4141	Collective Bargaining Agreement
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits

4159	Employee Assistance Programs
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.3	Professional Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4231	Staff Development
4241	Collective Bargaining Agreement
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4259	Employee Assistance Programs
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.3	Professional Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4312.1	Contracts

4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4331	Staff Development
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4359	Employee Assistance Programs
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4261: Leaves

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** ~~07~~06/01/~~2008~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2008~~2024

Failure to Return to Service After Leave

~~CSBA NOTE: Education Code 44842(c)~~CSBA NOTE: The following optional regulation is subject to collective bargaining and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Education Code 44842 addresses the return to service of a certificated employee at the beginning of the school year following a leave of absence after April 30 of the previous school year and authorizes termination of the employee if specified circumstances exist. As described in ~~item~~Item #1 below, one of the circumstances is the employee's failure to report for duty, without good cause, after having notified the Governing Board of ~~his/her~~the intent to remain in service. See AR 4112.1 - Contracts for provisions of Education Code 44842 pertaining to the duty of all certificated employees to notify the district of their intention to remain in service if the district has issued a written re-employment notice requesting employees to provide such notice.

~~In~~The district may terminate the ~~case~~employment of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year~~, the district may terminate the employment of such an employee~~ if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of ~~his/her~~the intention to remain in service with the district in accordance with Education Code 44842~~.~~

2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work~~.~~

3. The employee continues to be absent from work for 20 consecutive working days, beginning from the date the employee was to report to work.

3. 4. The employee did not request or was not granted a leave of absence authorized by the Board~~.~~

~~In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)~~

Use of Leaves by Classified Employees

CSBA NOTE: Education Code 45200 authorizes the Board to allow classified employees to switch from vacation leave to another type of leave as provided below. The following optional section is for use by districts that choose to offer such an option to classified employees and may be used by districts that have adopted the merit system.

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

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State	Description
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Ed. Code 45059	Employee ordered to active military/naval duty; computation of salary
Ed. Code 45190-45210	Leaves of absence; classified
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.7	Bereavement leave
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel

Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

Federal	**Description**
29 USC 2601-2654	Family Care and Medical Leave Act
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4361.5	Military Leave
4361.8	Family Care And Medical Leave

4361.9 Catastrophic Leave Program

4361.9 Catastrophic Leave Program

Regulation 4261.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 03/01/2017 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** 06/01/2024

The following administrative regulation applies to classified employees, including classified management. For certificated employees, including certificated management, see Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave.

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, part-time employees who are entitled to less than 24 hours of paid sick leave per fiscal year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 45191; Labor Code 245-249)

Use of Sick Leave

A classified employee may use sick leave for absences as authorized by law and/or collective bargaining agreement, including, but not limited to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact in the course of employment with other persons having a contagious disease (Education Code 45199)

2. Pregnancy, miscarriage, childbirth, and related recovery, as well as reproductive loss (Education Code 45193; Government Code 12945.6)

3. Personal necessity (Education Code 45207)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

7. Need of the employee or the employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health

condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

9. Bereavement leave, as specified in Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves (Education Code 45194; Government Code 12945.7)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave, or the proportionate amount to which the employee may be entitled, until the first day of the month after the employee has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination, in accordance with Education Code 44042.5.

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if the employee accepts employment in another district, county office of education, or community college district within one year of the termination of employment, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or higher by the U.S. Department of

Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 45191.5)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of the need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at least 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Parental Leave

During each school year, a classified employee may use all available sick leave, including

accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 45196.1)

Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

If the employee is still unable to return to work after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes medically able, the employee shall be offered reemployment in the first vacancy in the classification of the employee's previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to work and stipulating any necessary restrictions or limitations.

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a year of their employment shall be credited with 40 hours or five days of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

Short-term or substitute employees may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:

    a. That an employee is entitled to accrue, request, and use paid sick days

    b. The number of sick days provided by Labor Code 245-249

    c. The terms of use of paid sick days

    d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee

2. Provide at least 40 hours or five days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

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State	Description
Ed. Code 44042.5	Wage overpayment
Ed. Code 45103	Classified service in districts not incorporating the merit system
Ed. Code 45190	Resignation and leaves of absence
Ed. Code 45191	Personal illness and injury leave; classified employees
Ed. Code 45191.5	Leave for military service-connected disability
Ed. Code 45193	Leave of absence for pregnancy; use of sick leave under certain circumstance
Ed. Code 45195	Additional leave
Ed. Code 45196	Salary deductions during sick leave; classified employees
Ed. Code 45196.1	Differential pay during parental leave up to 12 weeks after sick leave is exhausted

Ed. Code 45202	Transfer of accumulated sick leave and other benefits
Gov. Code 12945.1-12945.21	California Family Rights Act
Gov. Code 12945.6	Reproductive loss leave
Gov. Code 12945.7	Bereavement leave
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 230.1	Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off
Lab. Code 233	Leave to attend to family illness
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014

Federal	**Description**
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
29 CFR 1635.1-1635.12	Genetic Information Nondiscrimination Act of 2008
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008

Management Resources	**Description**
Court Decision	California School Employees Association v. Colton Joint Unified School District (2009) 170 Cal.App.4th 957
Court Decision	California School Employees Association v. Tustin Unified School District (2007) 148 Cal.App.4th 510
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
4032	Reasonable Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.9	Employee Notifications

4112.9	Employee Notifications
4113.4	Temporary Modified/Light-Duty Assignment
4113.5	Working Remotely
4119.41	Employees With Infectious Disease
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
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4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.9	Employee Notifications
4212.9	Employee Notifications
4213.4	Temporary Modified/Light-Duty Assignment
4213.5	Working Remotely
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.41	Employees With Infectious Disease
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits

4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4261.11	Industrial Accident/Illness Leave
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4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4261.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

CSBA NOTE: The following **mandated** administrative regulation is subject to collective bargaining ~~agreements.~~and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Personal leaves granted to district employees shall be used as permitted in law, this administrative regulation, other Governing Board-approved policy or district regulation, or applicable collective bargaining agreement, or as otherwise required by law.

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA's District and County Office of Education Legal Services or district legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

CSBA NOTE: Pursuant to Government Code 12945.7, ~~as added by AB 1949 (Ch. 767, Statutes of 2022),~~ districts are required to provide up to five days of bereavement leave for the death of an employee's "family member," as defined, if the employee was employed by the district for at least 30 days prior to the commencement of the bereavement leave. Education Code 44985 and 45194 grant three days, or five days if out-of-state travel is required, of paid bereavement leave for certificated and classified employees upon the death of a member of the employee's "immediate family." Government Code 12945.7~~, as added by AB 1949,~~ potentially expands the length of this leave, but not necessarily the requirement to pay for this leave. Education Code 44985 and 45194 grant bereavement leave for a member of the employee's "immediate family," the definition of which is more expansive than a "family member," pursuant to Government Code 12945.7. Any bereavement leave taken under the Education Code and/or Government Code runs concurrently and not consecutively.

The bereavement leave days do not need to be taken consecutively, but must be taken within three months of the family member's date of death. Districts with existing policies that provide employees less than five days of paid bereavement leave must continue to give employees the number of paid days specified in the policy, but may provide the remainder of the five days as unpaid bereavement leave. Districts must allow employees to use any paid vacation, personal leave, sick leave, or compensatory time off for the balance of the unpaid bereavement leave. Additionally, Government Code 12945.7~~, as added by AB 1949,~~ makes it unlawful to retaliate or discriminate against an employee for using bereavement leave or to interfere with an employee's right to use bereavement leave.

Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. Additionally, Government Code 12945.2 includes parent-in-law in the definition of "family member" for purposes of bereavement leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.

Districts with questions about bereavement leave should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The following paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. ~~(Government Code 12945.7)~~

~~No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)~~

~~CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2 includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.~~

"Immediate ~~*Family*~~family" means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, sibling, or sibling-in-law of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194; Government Code 12945.7)

No deduction shall be made from the employee's salary for any authorized paid bereavement leave as specified in the collective bargaining agreement or as otherwise established by this policy, nor shall such leave be deducted from any other leave to which the employee is entitled unless requested by the employee. (Education Code 44985, 45194; Government Code 12945.7)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Reproductive Loss

CSBA NOTE: Pursuant to Government Code 12945.6, as added by SB 848 (Ch. 724, Statutes of 2023), the district is prohibited from refusing to grant a request by an employee who has worked at least 30 days for the district to take up to five days of reproductive loss leave following a reproductive loss event. The district is not required to grant more than 20 days for multiple reproductive loss events during a 12-month period.

Government Code 12945.6, as added by SB 848, prohibits the district from retaliating or discriminating against an employee for taking reproductive loss leave or giving information or testimony related to such right, or to interfere with, restrain, or deny the exercise or attempted exercise of this right.

Upon request by any employee who has experienced a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, the district shall grant the employee up to five days of reproductive loss leave, to be taken consecutively or non-consecutively. The employee shall take the leave within three months following the event. If the employee is on another type of leave at the time of the reproductive loss event, or chooses to take another type of leave immediately following a reproductive loss event, then the reproductive loss leave shall be completed within three months of the end date of the other leave. (Government Code 12945.6)

CSBA NOTE: Pursuant to Government Code 12945.6, as added by SB 848, reproductive loss leave is required to be taken pursuant to any existing applicable leave policy of the district. However, if the district's leave policy does not so specify, the reproductive loss leave will be unpaid, but the employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. Districts that provide paid reproductive loss leave should revise the following paragraph to reflect district practice.

Reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. (Government Code 12945.6)

Any request or inquiry or information provided by an employee related to reproductive loss leave and/or a reproductive loss shall remain confidential, except to internal personnel or counsel as necessary or as required by law.

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees). Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in the applicable collective

bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320.Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)

2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult CSBA's District and County Office of Education Legal Services or district legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave.

Pursuant to Government Code 12945.2 and Labor Code 245.5, ~~as amended by AB 1041 (Ch. 748, Statutes of 2022), CFRA~~the California Family Rights Act (CFRA) provides an eligible employee with up to 12 weeks of unpaid, job-protected leave to care for a designated person who has a serious health condition, in addition to caring for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave. The district may limit the employee to taking CFRA leave to care for one designated person per 12-month period. For further information regarding medical leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)

CSBA NOTE: Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in Item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

CSBA NOTE: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee

6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in Items #1-2 above and by certificated employees for the reasons specified in Items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations (DIR), employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or CFRA (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE: Education Code 44981 and 45207 mandate the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE: Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in Items #1-2 below.

Pursuant to Education Code 44037, it is unlawful for the district, or personnel commission for merit districts, to (1) adopt any rule, regulation, or policy that encourages classified employees to seek exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury

2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

CSBA NOTE: The following paragraph is optional and applies only to certificated employees. Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. The Board may grant the leave with or without pay. Districts that do not grant such leave should delete this paragraph., or revise it to reflect district practice.

~~An~~A certificated employee shall be granted leave with pay to appear in court as a witness other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)

2. A serious felony as defined in Penal Code 1192.7(c)

3. A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee.

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230.1 allow employees who are victims of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime to use any available vacation, personal leave, or compensatory time off for the purposes

described in Items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes. Pursuant to Labor Code 230.1, Items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child

2. Seek medical attention for injuries caused by crime or abuse

3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse

4. Obtain psychological counseling or mental health services related to an experience of crime or abuse

5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf.

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim

2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court

3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse

4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

CSBA NOTE: Pursuant to Labor Code 230.1, districts with 25 or more employees are required to notify district employees of employee rights under Labor Code 230 and 230.1. The district may use a form developed by the Labor Commissioner for this purpose, when available on DIR's website, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form.

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using leave for child-related activities is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.

2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due

to one of the following circumstances:

a. A request by the school or child care provider that the child be picked up

b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider

c. Behavioral or discipline problems

d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays

e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

CSBA NOTE: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice.

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state

2. The board, commission, organization, or group informs the district in writing of the service

3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's written request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that any certificated or classified employee may take time off without loss of compensation to serve as an elected officer of any local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Pursuant to Education Code 44987 and 45210, an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

CSBA NOTE: Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by

the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

CSBA NOTE: The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult CSBA's District and County Office of Education Legal Services or district legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in *Rankin v. Commission on Professional Competence*.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the

intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

CSBA NOTE: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

CSBA NOTE: Pursuant to Labor Code 230.4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

CSBA NOTE: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

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

State	Description
CA Constitution Article 1, Section 8	Religious discrimination
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44963	Power to grant leaves of absence; certificated
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44985	Leave of absence due to death in immediate family; certificated
Ed. Code 44987	Service as officer of employee organization; certificated
Ed. Code 44987.3	Leave of absence to serve on certain boards, commissions, etc.
Ed. Code 45190	Leaves of absence and vacations; classified
Ed. Code 45194	Bereavement leave of absence; classified
Ed. Code 45198	Effect of provisions authorizing leaves of absence
Ed. Code 45207	Personal necessity; classified
Ed. Code 45210	Service as officer of employee organization; classified
Ed. Code 45240-45320	Merit system
Evid. Code 1035.2	Sex assault counselor; definition
Evid. Code 1037.1	Domestic violence counselor; definition
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Reproductive loss leave
Gov. Code 12945.7	Bereavement leave
Gov. Code 3543.1	Rights of employee organizations
Lab. Code 1500-1507	Civil Air Patrol leave

Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault, or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 246.5	Paid sick days; purposes for use
M&V Code 395.10	Leave when spouse on leave from military deployment
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms; enhancement of prison terms

Federal	**Description**
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964

Management Resources	**Description**
Court Decision	Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167
Public Employment Relations Board Decision	Berkeley Council of Classified Employees v. Berkeley Unified School District (2008) PERB Decision No. 1954
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Industrial Relations
Website	California Federation of Teachers
Website	California Public Employment Relations Board
Website	California School Employees Association
Website	California Teachers Association

Cross References

Code	**Description**
2121	Superintendent's Contract
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications

4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4143	Negotiations/Consultation
4158	Employee Security
4158	Employee Security
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4261.1	Personal Illness/Injury Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security

4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Policy 4312.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | **Last Revised Date:** ~~05~~06/01/~~2020~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2020~~2024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their 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.

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

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members

Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice

Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications ~~regarding~~ Workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record
Federal	**Description**
20 USC 2354	Local application for career and technical education programs

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances

3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security
4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries

4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves

4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Exhibit 4312.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** ~~12~~6/01/~~2023~~2024

CSBA NOTE: The following exhibit lists notices ~~which~~that the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

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: 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
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, ~~migrant~~ students who are migratory, and ~~students participating in a~~ newcomer ~~program~~students.

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 epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 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 #: 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 and other employees upon request, in districts with 25 or more employees
Education or Other Legal Code: Labor Code 230.1
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

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: 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: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable
Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted
Education or Other Legal Code: Labor Code 6409.6
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment
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, 106.9
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: 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: 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 4118; 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 Board decision re: 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 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 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 re: 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 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 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 epinephrine auto-injector
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: 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: When document identifying employee who is victim of domestic violence is disclosed
Education or Other Legal Code: Labor Code 230
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of domestic violence

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 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 re: 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

Policy Reference UPDATE Service
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Policy Reference Disclaimer:

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State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause

Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session

Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications ~~regarding~~ Workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record

Federal	**Description**
20 USC 2354	Local application for career and technical education programs
29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans

41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records

4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety

4157.1	Work-Related Injuries
4158	Employee Security
4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries
4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave

4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave

4361.8	Family Care And Medical Leave
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 4327: Temporary Athletic Team Coaches

Status: ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

The Governing Board acknowledges that well-trained coaches are vital to the success of the experience of students in sports and interscholastic athletic activities, and therefore desires to employ highly qualified coaches for the district's ~~sports and~~ interscholastic athletic ~~programs~~activities in order to enhance the knowledge, skills, motivation, and safety of ~~student athletes.~~participating students.

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. Interscholastic athletic activities include any activities in which student teams participate in interscholastic competition. (5 CCR 5590)

CSBA NOTE: When hiring a temporary athletic team coach, Education Code 44919 requires districts to first make the position available to a credentialed teacher presently employed by the district. In *CTA v. Rialto Unified School District*, the California Supreme Court held that the law is intended to grant a current certificated employee a limited advantage in the hiring process over a noncertificated employee or a nonemployee, provided that the applicant applies for the position and meets qualification criteria established by the district.

When hiring a person to fill a position as a temporary athletic activity team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

CSBA NOTE: 5 CCR 5596 specifies a code of ethical conduct for athletic coaches; see the accompanying administrative regulation. In addition, the California Interscholastic Federation (CIF) has adopted a set of principles to guide the conduct of coaches and other participants in interscholastic athletic competitions; see BP 6145.2 - Athletic Competition.

All coaches shall be subject to applicable law, Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)

Qualifications and Training

CSBA NOTE: 5 CCR 5593 establishes the minimum qualifications for employees serving as temporary athletic team coaches; see the accompanying administrative regulation.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

CSBA NOTE: Pursuant to Education Code 49024, any noncertificated employee or volunteer who works with students in a district-sponsored student activity program, such as a scholastic program,

an interscholastic athletic program, or extracurricular activities, is required to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check. See BP/AR 1240 - Volunteer Assistance and AR 4112.5/4212.5/4312.5 - Criminal Record Check. Thus, the Governing Board may (1) choose to require a temporary athletic team coach to obtain the ASCC or a DOJ/FBI criminal background check~~;~~, (2) permit an individual, at ~~his/her~~the individual's discretion, to obtain either the ASCC or DOJ/FBI check~~;~~, or (3) apply different requirements to different positions in the district (e.g., head coaches vs. assistant coaches; employees vs. volunteers). The following paragraph should be modified to reflect district practice.

In addition, Education Code 45125.01 allows multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic ~~program~~activity shall, prior to beginning ~~his/her~~the individual's duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

CSBA NOTE: Education Code 49032 requires that all high school coaches complete a district or CIF-developed coaching education program that meets the guidelines of Education Code 35179.1 ~~and~~ , which, as amended by AB 245 (Ch. 422, Statutes of 2023), includes training ~~on~~in cardiopulmonary resuscitation, use of an automated external defibrillator (AED), and first aid that includes but is not limited to training in recognizing the signs, symptoms, and appropriate response to concussions~~.~~, heat illness, and cardiac arrest. Additionally, Education Code 33479.6~~, as added by AB 1639 (Ch. 792, Statutes of 2016),~~ requires coaches~~, beginning July 1, 2017,~~ to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. ~~See~~For more information regarding training of interscholastic athletic activity coaches, see the accompanying administrative regulation.

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6, 35179.1, and 49032, and by district policy.

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State	Description

5 CCR 5531	Supervision of extracurricular activities of students
5 CCR 5590-5596	Duties of temporary athletic team coaches
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179-35179.~~7~~8	Interscholastic athletics
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44332-44332.5	Temporary certificates
Ed. Code 44424	Conviction of a crime
Ed. Code 44808	Liability when students are not on school property
Ed. Code 44916	Written statement of employment status
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 45125.01	Interagency agreements for criminal record information
Ed. Code 45347	Instructional aides subject to requirements for classified staff
Ed. Code 45349	Use of volunteers to supervise or instruct students
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49030-49034	Performance enhancing substances
Ed. Code 49406	Examination for tuberculosis
Health & Safety Code 124238-124238.5	Nevaeh Youth Sports Safety Act

Management Resources	**Description**
California Interscholastic Federation Publication	California Interscholastic Federation Constitution and Bylaws (https://www.cifstate.org/governance/constitution/index)
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999 (https://www.cifstate.org/coaches-admin/pvh/index)
Commission on Teacher Credentialing Publication	~~10-11~~ Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010
Court Decision	CTA v. Rialto Unified School District (1997) 14 Cal. 4th 627
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
CSBA Publication	~~Steroids and Students: What Boards Need to Know, Policy Brief, July 2005~~Preventing Catastrophic Heat Illness, Governance Brief, July 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs

	/201807PreventingCatastrophicHeatIllness.ashx?la=en&rev=7436c3554336486db014b55033426ebc)
CSBA Publication	Concussions in Student Athletes and How To Reduce Risk, Fact Sheet, January 2016 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201601ConcussionsInStudentAthletes.ashx?la=en&rev=5426e7214aa540819e2534a64c1ec82d)
Website	CSBA District and County Office of Education Legal Services
Website	Positive Coaching Alliance (https://positivecoach.org/)
Website	National Athletic Trainers' Association
Website	California Interscholastic Federation
Website	California Athletic Trainers' Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4218	Dismissal/Suspension/Disciplinary Action

4218	Dismissal/Suspension/Disciplinary Action
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.63	Steroids
5131.63	Steroids
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition

Regulation 4327: Temporary Athletic Team Coaches **Status:** ADOPTED

Original Adopted Date: 03/01/2010 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

Qualifications

CSBA NOTE: 5 CCR 5593 establishes minimum qualifications for certificated and noncertificated employees assigned as temporary athletic team coaches. Pursuant to 5 CCR 5593, the Superintendent or designee is required to certify to the Governing Board that each newly hired coach meets the requirements of 5 CCR 5593; see the accompanying Board policy.

The district should modify the following section to reflect any additional criteria. Districts may consider developing specific criteria for each ~~coaching~~interscholastic athletic activity coach position.

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:

    a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card

    b. A valid sports injury certificate or first aid card, and a valid CPR card

    c. A valid Emergency Medical Technician (EMT) I or II card

    d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)

    e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

    a. Completion of a college course in coaching theory and techniques

    b. Completion of ~~inservice~~in-service programs arranged by a school district or county office of education

    c. Prior service as a student coach or assistant athletic coach in the sport or game being coached

d. Prior coaching in community youth athletic programs in the sport being coached

e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:

   a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions

   b. Completion of a seminar or workshop on human growth and development of youth

   c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

CSBA NOTE: The qualifications required by 5 CCR 5593 for employees serving as temporary athletic team coaches do not apply to volunteer coaches. The following optional paragraph is for use by districts that require volunteers who supervise or direct an athletic program to meet those same qualifications. For more information regarding volunteer assistance in schools, see BP/AR 1240 – Volunteer Assistance.

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

CSBA NOTE: Pursuant to Education Code 49024 ~~requires~~, any noncertificated employee or volunteer who works with students in a district-sponsored student activity program, including

scholastic programs, interscholastic athletic ~~program to~~programs, and extracurricular activities, must obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or ~~to~~ clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning ~~his/her~~ duties. See the accompanying Board policy.

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

Training

CSBA NOTE: The following paragraph is for use by districts that maintain high schools. Education Code 49032 requires that all high school coaches complete a coaching education program developed by the district or the California Interscholastic Federation (CIF) that meets the guidelines listed in Education Code 35179.1 ~~and includes training on the signs, symptoms, and appropriate response to concussions.~~ , as amended by AB 245 (Ch. 422, Statutes of 2023), and includes training in cardiopulmonary resuscitation, use of an automated external defibrillator (AED), and first aid that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. Pursuant to Health and Safety Code 124238.5, as added by AB 1467 (Ch. 24, Statutes of 2023), beginning January 1, 2027, districts are required to provide student athletes with access to an AED during any official practice or match that, when medical circumstances warrant its use, is administered by a medical professional, coach, or other designated person who holds AED certification and complies with any other qualifications pursuant to law.

Pursuant to Education Code 35179.8, as amended by AB 1653 (Ch. 589, Statutes of 2023), CIF, in consultation with the California Department of Education (CDE), is required to develop guidelines, procedures, and safety standards for the prevention and management of exertional heat illness.

Districts that wish to set their own standards for the coaching education program instead of using the standards developed by the CIF should modify the following paragraph accordingly.

Each employee or volunteer high school athletic team coach shall complete, at ~~his/her~~the individual's expense, a coaching education program that meets the standards developed by ~~the~~ CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, ~~and~~ CPR, including certification, use of an automated external defibrillator (AED), and first aid~~, including~~ that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

CSBA NOTE: Education Code 33479.6~~, as added by AB 1639 (Ch. 792, Statutes of 2016),~~ requires the coach of an athletic activity~~, beginning July 1, 2017,~~ to complete, and retake every two years thereafter, a training course related to the nature and warning signs of sudden cardiac arrest, including the risks associated with continuing to play or practice after experiencing fainting or seizures during exercise, unexplained shortness of breath, chest pain, dizziness, racing heart rate, or extreme fatigue. Pursuant to Education Code 33479.7~~, as added by AB 1639, on or after July 1, 2019~~ a coach who does not complete the required sudden cardiac arrest training is subject to suspension from coaching any athletic activity until the required training is completed.

Online training fulfilling this requirement is available on the CIF's ~~web site. Furthermore~~website.

Additionally, Education Code 33479.2~~, as added by AB 1639,~~ requires ~~the California Department of Education~~CDE to post related information on its ~~web site~~website.

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic ~~programs and~~ activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

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State	Description
5 CCR 5531	Supervision of extracurricular activities of students

5 CCR 5590-5596	Duties of temporary athletic team coaches
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179-35179.~~7~~8	Interscholastic athletics
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44332-44332.5	Temporary certificates
Ed. Code 44424	Conviction of a crime
Ed. Code 44808	Liability when students are not on school property
Ed. Code 44916	Written statement of employment status
Ed. Code 44919	Classification of temporary employees; classifications
Ed. Code 45125.01	Interagency agreements for criminal record information
Ed. Code 45347	Instructional aides subject to requirements for classified staff
Ed. Code 45349	Use of volunteers to supervise or instruct students
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49030-49034	Performance enhancing substances
Ed. Code 49406	Examination for tuberculosis
Health & Safety Code 124238-124238.5	Nevaeh Youth Sports Safety Act

Management Resources	**Description**
California Interscholastic Federation Publication	California Interscholastic Federation Constitution and Bylaws (https://www.cifstate.org/governance/constitution/index)
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999 (https://www.cifstate.org/coaches-admin/pvh/index)
Commission on Teacher Credentialing Publication	~~10-11~~ Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010
Court Decision	CTA v. Rialto Unified School District (1997) 14 Cal. 4th 627
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
CSBA Publication	~~Steroids and Students: What Boards Need to Know, Policy Brief, July 2005~~Preventing Catastrophic Heat Illness, Governance Brief, July 2018 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201807PreventingCatastrophicHeatIllness.ashx?la=en&rev=7436c3554336486db014b55033426ebc)
CSBA Publication	Concussions in Student Athletes and How To Reduce Risk, Fact Sheet, January 2016 (https://www.csba.org/-

	/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201601ConcussionsInStudentAthletes.ashx?la=en&rev=5426e7214aa540819e2534a64c1ec82d)
Website	CSBA District and County Office of Education Legal Services
Website	Positive Coaching Alliance (https://positivecoach.org/)
Website	National Athletic Trainers' Association
Website	California Interscholastic Federation
Website	California Athletic Trainers' Association
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
5121	Grades/Evaluation Of Student Achievement

5121	Grades/Evaluation Of Student Achievement
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.63	Steroids
5131.63	Steroids
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition

Policy 4361: Leaves

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** ~~07~~06/01/~~2008~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2008~~2024

CSBA NOTE: ~~Employee leave provisions are frequently governed by a collective bargaining agreement or a memorandum of understanding between the Governing Board and employee organizations.~~ The following optional policy is subject to collective bargaining and should be ~~deleted or~~ revised ~~for consistency~~in accordance with any ~~such district agreements.~~applicable collective bargaining agreement. To the extent that this policy is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

CSBA NOTE: Items #1-10 below reflect categories of leave which are described in more detail in the ~~cited~~ cross-referenced leave policies or administrative regulations~~.~~ cited below in the Policy Reference section. In addition, Education ~~Code~~Codes 44963, applicable to certificated staff, and 45198, applicable to classified staff, allow the Governing Board to grant leaves with or without pay to certificated and classified staff for any purpose or period of time, as long as no employee is deprived of any leave to which ~~he/she~~the employee is legally entitled. Education Code 45190, as amended by AB 472 (Ch. 331, Statutes of 2023), clarifies that, as to classified staff, including in a district that has adopted the merit system, the Board's authority to grant leaves of absence and vacations with or without pay includes voluntary leaves of absence. Any additional types of leaves so granted by the Board may be added to the following list.

~~The Board recognizes the following justifiable reasons for employee absence:~~ Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:

1. Personal illness or injury
2. Industrial accident or illness
3. Family care and medical leave
4. Military service
5. Personal necessity and personal emergencies

CSBA NOTE: Pursuant to Education Code 44986, the Board may grant to any certificated employee who has applied for disability benefits a leave of absence, not to exceed 30 days beyond final

determination of the employee's eligibility for disability benefits by the State Teachers' Retirement System. If the employee is determined to be eligible, that leave must be extended for the term of the disability, up to 39 months.

6. Disability leave for certificated employees in accordance with Education Code 44986

7. Vacations for classified staff and certificated management staff, as applicable

8. Sabbaticals for purposes of study or training related to the employee's job duties

9. Attendance at work-related meetings and staff development opportunities

CSBA NOTE: Pursuant to Education Code 45190, as amended by AB 472 (Ch. 331, Statutes of 2023), if a district, including a district that has adopted the merit system, places an employee on an involuntary leave of absence during the period the employee is charged with a criminal offense, is under a criminal investigation, or is waiting due to administrative delay for necessary job-related administrative determinations, then, upon the conclusion of the proceedings in favor of the employee, the district is required to pay to the employee the employee's full compensation for the period of the involuntary leave of absence upon the employee's return to service in the district. "Involuntary leave of absence" includes, but is not limited to, a compulsory leave of absence or a suspension.

10. Compulsory leave

11. Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law

12. Bereavement

Long-Term Leaves

~~CSBA NOTE: The following optional section should be revised as necessary for consistency with a collective bargaining agreement or a memorandum of understanding between the Board and employee organizations.~~

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that employee held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

CSBA NOTE: Leave provisions for administrative and supervisory personnel who are not subject to collective bargaining agreements may be detailed in an individual contract, memorandum of understanding, or Board policy. The following optional section is for use by districts that, ~~via~~through policy, grant the same leave provisions to administrative and supervisory employees as are granted to other certificated or classified employees.

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

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State	Description
Ed. Code 22850-22856	Pension benefits; STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44962-44988	Leave of absence; certificated
Ed. Code 45059	Employee ordered to active military/naval duty; computation of salary
Ed. Code 45190-45210	Leaves of absence; classified
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act

Gov. Code 12945.7	Bereavement leave
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

Federal	Description
29 USC 2601-2654	Family Care and Medical Leave Act
38 USC 4301-4334	Uniformed Services Employment and Reemployment Rights Act of 1994

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
2121	Superintendent's Contract
4112.1	Contracts
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4131	Staff Development
4141	Collective Bargaining Agreement
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits

4159	Employee Assistance Programs
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.3	Professional Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4231	Staff Development
4241	Collective Bargaining Agreement
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4259	Employee Assistance Programs
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.3	Professional Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4312.1	Contracts

4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4331	Staff Development
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4359	Employee Assistance Programs
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4361: Leaves

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** ~~07~~06/01/~~2008~~2024 | **Last Reviewed Date:** ~~07~~06/01/~~2008~~2024

Failure to Return to Service After Leave

~~CSBA NOTE: Education Code 44842(c)~~CSBA NOTE: The following optional regulation is subject to collective bargaining and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Education Code 44842 addresses the return to service of a certificated employee at the beginning of the school year following a leave of absence after April 30 of the previous school year and authorizes termination of the employee if specified circumstances exist. As described in ~~item~~Item #1 below, one of the circumstances is the employee's failure to report for duty, without good cause, after having notified the Governing Board of ~~his/her~~the intent to remain in service. See AR 4112.1 - Contracts for provisions of Education Code 44842 pertaining to the duty of all certificated employees to notify the district of their intention to remain in service if the district has issued a written re-employment notice requesting employees to provide such notice.

~~In~~The district may terminate the ~~case~~employment of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year~~, the district may terminate the employment of such an employee~~ if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of ~~his/her~~the intention to remain in service with the district in accordance with Education Code 44842~~.~~

2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work~~.~~

3. The employee continues to be absent from work for 20 consecutive working days, beginning from the date the employee was to report to work.

3. 4. The employee did not request or was not granted a leave of absence authorized by the Board~~.~~

~~In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)~~

Use of Leaves by Classified Employees

CSBA NOTE: Education Code 45200 authorizes the Board to allow classified employees to switch from vacation leave to another type of leave as provided below. The following optional section is for use by districts that choose to offer such an option to classified employees and may be used by districts that have adopted the merit system.

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

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Ed. Code 44800	Effect of active military service on status of employees
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Ed. Code 44962-44988	Leave of absence; certificated
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Ed. Code 45190-45210	Leaves of absence; classified
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.7	Bereavement leave
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
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Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel

Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

Federal	**Description**
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Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

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4161.2	Personal Leaves
4161.3	Professional Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program

4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
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4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
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4331	Staff Development
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4354	Health And Welfare Benefits
4359	Employee Assistance Programs
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4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave

4361.9 Catastrophic Leave Program

4361.9 Catastrophic Leave Program

Regulation 4361.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 03/01/2017 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** 06/01/2024

The following administrative regulation applies to classified employees, including classified management. For certificated employees, including certificated management, see Administrative Regulation 4161.1/4361.1 – Personal Illness/Injury Leave.

Certificated employees employed five school days per week are entitled to 10 days leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

A certificated employee may use sick leave for absences as authorized by law and/or collective bargaining agreement, including, but not limited to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

2. Pregnancy, miscarriage, childbirth, and related recovery, as well as reproductive loss (Education Code 44965, 44978; Government Code 12945.6)

3. Personal necessity (Education Code 44981)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

7. Need of the employee or employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health

condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

9. Bereavement leave, as specified in Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves (Education Code 44985; Government Code 12945.7)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination, in accordance with Education Code 44042.5.

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans

Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the Superintendent or designee of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for

probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or

extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:

    a. That an employee is entitled to accrue, request, and use paid sick days

    b. The number of sick days provided by Labor Code 245-249

    c. The terms of use of paid sick days

    d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee

2. Provide at least 40 hours or five days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

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

State	Description
5 CCR 5601	Transfer of accumulated sick leave
Ed. Code 44042.5	Wage overpayment
Ed. Code 44964	Power to grant leaves of absence for accident, illness, or quarantine
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth

Ed. Code 44976	Transfer of leave rights when school is transferred to another district
Ed. Code 44977	Salary schedule for substitute employees
Ed. Code 44977.5	Differential pay during parental leave up to 12 weeks after sick leave is exhausted
Ed. Code 44978	Sick leave; certificated employees
Ed. Code 44978.1	Inability to return to duty; placement in another position or on reemployment list
Ed. Code 44978.2	Leave for military service-connected disability
Ed. Code 44979	Transfer of accumulated sick leave to another district
Ed. Code 44980	Transfer of accumulated sick leave to a county office of education
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44983	Compensation during leave; certificated employees
Ed. Code 44984	Required rules for industrial accident and illness leave
Ed. Code 44985	Leave of absence due to death in immediate family; certificated
Ed. Code 44986	Leave of absence; state disability benefits
Ed. Code 45194	Bereavement leave of absence; classified
Gov. Code 12945.1-12945.21	California Family Rights Act
Gov. Code 12945.6	Reproductive loss leave
Gov. Code 12945.7	Bereavement leave
Lab. Code 220	Sections inapplicable to public employees
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 230.1	Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014
Federal	**Description**

20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
29 CFR 1635.1-1635.12	Genetic Information Nondiscrimination Act of 2008
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008

Management Resources	**Description**
Court Decision	Veguez v. Governing Board of Long Beach Unified School District (2005) 127 Cal.App.4th 406
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
2121	Superintendent's Contract
4032	Reasonable Accommodation
4112.2	Certification
4112.2	Certification
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.9	Employee Notifications
4112.9	Employee Notifications
4113.4	Temporary Modified/Light-Duty Assignment
4113.5	Working Remotely
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.11	Preretirement Part-Time Employment
4119.41	Employees With Infectious Disease
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.9	Employee Notifications
4212.9	Employee Notifications
4213.4	Temporary Modified/Light-Duty Assignment
4213.5	Working Remotely
4219.41	Employees With Infectious Disease
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4261.11	Industrial Accident/Illness Leave

4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4312.42	Drug And Alcohol Testing For School Bus Drivers
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4312.9	Employee Notifications
4312.9	Employee Notifications
4313.4	Temporary Modified/Light-Duty Assignment
4313.5	Working Remotely
4317.11	Preretirement Part-Time Employment
4319.41	Employees With Infectious Disease
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4361.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

CSBA NOTE: The following **mandated** administrative regulation is subject to collective bargaining ~~agreements.~~and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this administrative regulation is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail, so long as the provision is consistent with law.

Personal leaves granted to district employees shall be used as permitted in law, this administrative regulation, other Governing Board-approved policy or district regulation, or applicable collective bargaining agreement, or as otherwise required by law.

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA's District and County Office of Education Legal Services or district legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

CSBA NOTE: Pursuant to Government Code 12945.7, ~~as added by AB 1949 (Ch. 767, Statutes of 2022),~~ districts are required to provide up to five days of bereavement leave for the death of an employee's "family member," as defined, if the employee was employed by the district for at least 30 days prior to the commencement of the bereavement leave. Education Code 44985 and 45194 grant three days, or five days if out-of-state travel is required, of paid bereavement leave for certificated and classified employees upon the death of a member of the employee's "immediate family." Government Code 12945.7~~, as added by AB 1949,~~ potentially expands the length of this leave, but not necessarily the requirement to pay for this leave. Education Code 44985 and 45194 grant bereavement leave for a member of the employee's "immediate family," the definition of which is more expansive than a "family member," pursuant to Government Code 12945.7. Any bereavement leave taken under the Education Code and/or Government Code runs concurrently and not consecutively.

The bereavement leave days do not need to be taken consecutively, but must be taken within three months of the family member's date of death. Districts with existing policies that provide employees less than five days of paid bereavement leave must continue to give employees the number of paid days specified in the policy, but may provide the remainder of the five days as unpaid bereavement leave. Districts must allow employees to use any paid vacation, personal leave, sick leave, or compensatory time off for the balance of the unpaid bereavement leave. Additionally, Government Code 12945.7~~, as added by AB 1949,~~ makes it unlawful to retaliate or discriminate against an employee for using bereavement leave or to interfere with an employee's right to use bereavement leave.

Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. Additionally, Government Code 12945.2 includes parent-in-law in the definition of "family member" for purposes of bereavement leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.

Districts with questions about bereavement leave should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The following paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. ~~(Government Code 12945.7)~~

~~No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)~~

~~CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2 includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.~~

"Immediate ~~*Family*~~family" means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, sibling, or sibling-in-law of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194; Government Code 12945.7)

No deduction shall be made from the employee's salary for any authorized paid bereavement leave as specified in the collective bargaining agreement or as otherwise established by this policy, nor shall such leave be deducted from any other leave to which the employee is entitled unless requested by the employee. (Education Code 44985, 45194; Government Code 12945.7)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Reproductive Loss

CSBA NOTE: Pursuant to Government Code 12945.6, as added by SB 848 (Ch. 724, Statutes of 2023), the district is prohibited from refusing to grant a request by an employee who has worked at least 30 days for the district to take up to five days of reproductive loss leave following a reproductive loss event. The district is not required to grant more than 20 days for multiple reproductive loss events during a 12-month period.

Government Code 12945.6, as added by SB 848, prohibits the district from retaliating or discriminating against an employee for taking reproductive loss leave or giving information or testimony related to such right, or to interfere with, restrain, or deny the exercise or attempted exercise of this right.

Upon request by any employee who has experienced a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, the district shall grant the employee up to five days of reproductive loss leave, to be taken consecutively or non-consecutively. The employee shall take the leave within three months following the event. If the employee is on another type of leave at the time of the reproductive loss event, or chooses to take another type of leave immediately following a reproductive loss event, then the reproductive loss leave shall be completed within three months of the end date of the other leave. (Government Code 12945.6)

CSBA NOTE: Pursuant to Government Code 12945.6, as added by SB 848, reproductive loss leave is required to be taken pursuant to any existing applicable leave policy of the district. However, if the district's leave policy does not so specify, the reproductive loss leave will be unpaid, but the employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. Districts that provide paid reproductive loss leave should revise the following paragraph to reflect district practice.

Reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. (Government Code 12945.6)

Any request or inquiry or information provided by an employee related to reproductive loss leave and/or a reproductive loss shall remain confidential, except to internal personnel or counsel as necessary or as required by law.

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees). Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in the applicable collective

bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320.Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)

2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult CSBA's District and County Office of Education Legal Services or district legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave.

Pursuant to Government Code 12945.2 and Labor Code 245.5, ~~as amended by AB 1041 (Ch. 748, Statutes of 2022), CFRA~~the California Family Rights Act (CFRA) provides an eligible employee with up to 12 weeks of unpaid, job-protected leave to care for a designated person who has a serious health condition, in addition to caring for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave. The district may limit the employee to taking CFRA leave to care for one designated person per 12-month period. For further information regarding medical leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)

CSBA NOTE: Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in Item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

CSBA NOTE: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee

6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in Items #1-2 above and by certificated employees for the reasons specified in Items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations (DIR), employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or CFRA (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE: Education Code 44981 and 45207 mandate the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE: Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in Items #1-2 below.

Pursuant to Education Code 44037, it is unlawful for the district, or personnel commission for merit districts, to (1) adopt any rule, regulation, or policy that encourages classified employees to seek exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury

2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

CSBA NOTE: The following paragraph is optional and applies only to certificated employees. Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. The Board may grant the leave with or without pay. Districts that do not grant such leave should delete this paragraph., or revise it to reflect district practice.

~~An~~A certificated employee shall be granted leave with pay to appear in court as a witness other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)

2. A serious felony as defined in Penal Code 1192.7(c)

3. A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee.

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230.1 allow employees who are victims of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime to use any available vacation, personal leave, or compensatory time off for the purposes

described in Items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes. Pursuant to Labor Code 230.1, Items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child

2. Seek medical attention for injuries caused by crime or abuse

3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse

4. Obtain psychological counseling or mental health services related to an experience of crime or abuse

5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf.

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim

2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court

3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse

4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

CSBA NOTE: Pursuant to Labor Code 230.1, districts with 25 or more employees are required to notify district employees of employee rights under Labor Code 230 and 230.1. The district may use a form developed by the Labor Commissioner for this purpose, when available on DIR's website, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form.

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using leave for child-related activities is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.

2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due

to one of the following circumstances:

a. A request by the school or child care provider that the child be picked up

b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider

c. Behavioral or discipline problems

d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays

e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

CSBA NOTE: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice.

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state

2. The board, commission, organization, or group informs the district in writing of the service

3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's written request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that any certificated or classified employee may take time off without loss of compensation to serve as an elected officer of any local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Pursuant to Education Code 44987 and 45210, an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

CSBA NOTE: Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by

the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

CSBA NOTE: The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult CSBA's District and County Office of Education Legal Services or district legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in *Rankin v. Commission on Professional Competence*.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the

intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

CSBA NOTE: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

CSBA NOTE: Pursuant to Labor Code 230.4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

CSBA NOTE: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

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

State	Description
CA Constitution Article 1, Section 8	Religious discrimination
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44963	Power to grant leaves of absence; certificated
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44985	Leave of absence due to death in immediate family; certificated
Ed. Code 44987	Service as officer of employee organization; certificated
Ed. Code 44987.3	Leave of absence to serve on certain boards, commissions, etc.
Ed. Code 45190	Leaves of absence and vacations; classified
Ed. Code 45194	Bereavement leave of absence; classified
Ed. Code 45198	Effect of provisions authorizing leaves of absence
Ed. Code 45207	Personal necessity; classified
Ed. Code 45210	Service as officer of employee organization; classified
Ed. Code 45240-45320	Merit system
Evid. Code 1035.2	Sex assault counselor; definition
Evid. Code 1037.1	Domestic violence counselor; definition
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Reproductive loss leave
Gov. Code 12945.7	Bereavement leave
Gov. Code 3543.1	Rights of employee organizations
Lab. Code 1500-1507	Civil Air Patrol leave

Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault, or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Leave to attend to family illness
Lab. Code 234	Absence control policy
Lab. Code 246.5	Paid sick days; purposes for use
M&V Code 395.10	Leave when spouse on leave from military deployment
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms; enhancement of prison terms

Federal	**Description**
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964

Management Resources	**Description**
Court Decision	Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167
Public Employment Relations Board Decision	Berkeley Council of Classified Employees v. Berkeley Unified School District (2008) PERB Decision No. 1954
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Industrial Relations
Website	California Federation of Teachers
Website	California Public Employment Relations Board
Website	California School Employees Association
Website	California Teachers Association

Cross References

Code	**Description**
2121	Superintendent's Contract
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications

4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4143	Negotiations/Consultation
4158	Employee Security
4158	Employee Security
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4261.1	Personal Illness/Injury Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security

4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy living, healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
(cf. 5142 - Safety)
(cf. 6020 - Parent Involvement)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

District Wellness Committee

The Board's policy related to student wellness shall be developed with the involvement of parents/guardians, students, school food service professionals, school administrators, Board representatives, Supplemental Assistance Program Educators, and members of the public.

The Superintendent or designee may appoint a District Wellness Committee consisting of representatives of the above groups. The council or committee may also include district administrators, health professionals, school nurses, health educators, physical education teachers, counselors, other professional staff, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The District Wellness Committee will meet three to four times per year at hours that are convenient for public participation. The Committee shall assist with policy development and advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the Committee charges may include planning, implementing

activities, and revising the current wellness policy to promote health within the school or community.

Nutrition Education and Physical Activity Goals

The Board shall adopt goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines appropriate. (42 USC 1758b Note)

The district's nutrition education and physical education programs shall be based on CA Education Code and research, consistent with the expectations established in the state's adopted curriculum frameworks and designed to build the skills and knowledge that all students need to maintain a healthy living.

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

Nutrition education shall be provided as part of the health education program in grades preschool through grade 12 and the transition program, as appropriate, shall be integrated into core academic subjects and offered through before- and after-school programs.

(cf. 6142.8 - Comprehensive Health Education)

All students in grades preschool through grade 12 and in the transition program shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and after-school programs, and other structured and unstructured activities.

(cf.6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Co-curricular Activities)
(cf. 6145.2 - Athletic Competition)

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1113 - District and School Web Sites)
(cf. 6020 - Parent Involvement)

Nutrition Guidelines for Foods Available at School

The Board shall adopt nutrition guidelines selected by the district for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity. The school day will be defined as midnight to one-half hour after school.
(42 USC 1758b Note)

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed The United States Department of Agriculture Smart Snacks in Schools Criteria.

United States Department of Agriculture Smart Snacks in School Criteria

For elementary school, middle school, and high school aged children:
The item must be a fruit, vegetable, dairy, protein, or whole grain rich food items; or foods with a fruit, vegetable, dairy, protein, or whole grain item as its first ingredient; or combination foods containing at least one-quarter cup of fruit or vegetable that meets the following standards:

- Not more than 35 percent of its total calories shall be from fat. This shall not apply to individually sold portions of nuts, nut butters, seeds, seed butters.
- Reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, eggs, fruits, vegetables that have not been deep fried, seafood, or a dried fruit and nut and seed combination.
- Less than 10 percent of its total calories shall be from saturated fat. This shall not apply to reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, eggs, nuts, nut butters, seeds, seed butters, or a dried fruit and nut and seed combination.
- Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar. This shall not apply to fruits, vegetables that have not been deep fried, or a dried fruit and nut and seed combination.
- Contains less than 0.5 grams of trans fat per serving.
- Contains not more than 200 milligrams of sodium per item, package, or container sold to a pupil.
- Contains not more than 200 calories per individual food item.

A competitive entrée must meet the following criteria:

- Contains not more than 400 calories per entrée item.
- Not more than 35 percent of its total calories shall be from fat.
- Contains less than 0.5 grams trans-fat per serving.
- Is offered in the same or smaller portion sizes as in the federal National School Lunch Program or federal School Breakfast Program.
- From the midnight before to 30 minutes after the end of the official school day, at each middle school or high school, a competitive entrée sold by the district food service department but not the day, or the day after, it is served on the federal National School Lunch Program or federal School Breakfast Program menu, or a competitive entrée sold by any other entity, shall meet the following standards:
- Not more than 35 percent of its total calories shall be from fat.
- Less than 10 percent of its calories shall be from saturated fat.

- Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar.
- Contains less than 0.5 grams of trans fat per serving.
- Contains not more than 480 milligrams of sodium. • Contains not more than 350 calories.

A competitive beverage must meet the following criteria:

From the midnight before to 30 minutes after the end of the official school day, at each elementary or middle school, the only competitive beverages that may be sold to a pupil are the following:

- Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener in a maximum serving size of 8 fluid ounces for elementary school or 12 fluid ounces for middle school and high school.
- Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener in a maximum serving size of 8 fluid ounces for elementary school or 12 fluid ounces for middle school and high school.
- Plain water or plain carbonated water.
- One percent-fat unflavored milk, nonfat flavored or unflavored milk, soy milk, rice milk, almond milk, and other similar nondairy milk in a maximum serving size of 8 fluid ounces for elementary school or 12 fluid ounces for middle school and high school.
- Calorie free flavored water with or without carbonation with a maximum serving size of 20 fluid ounces for high school only.

A beverage shall not contain caffeine except for trace amounts of naturally occurring caffeine substances.
(cf. 3312 - Contracts)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3554 - Other Food Sales)
(cf. 5148 - Child Care and Development)

Guidelines for Reimbursable Meals

Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1751-1769, 1758b, and 1771-1791 and shall meet the nutritional standards as well as the nutrient and calorie levels for students of each age or grade group required by 7 CFR 210.10 and 220.8 (42 USC 1758b, 1773 Note).

They should:
• Be nutritious and appealing to students.
• Contain a fruit and vegetable for lunch.
• Serve only low-fat (1%) unflavored and fat-free (unflavored or flavored) milk or nutritionally-equivalent nondairy alternative.
• Ensure all grains offered must be whole-grain rich.

• Provide access to free, fresh drinking water during mealtimes in the food service area(s) of the school (SB 1413).

Free and Reduced Priced Meals

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

(cf. 3553 - Free and Reduced-Price Meals)

The District and schools will make every effort to eliminate any social stigma associated with, and prevent the overt identification of students eligible for, free and reduced-price school meals.

(cf. 3312 - Contracts)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced-Price Meals)
(cf. 3554 - Other Food Sales)
(cf. 5141.32 - Health Screening for School Entry)

Food and Beverages Sold Individually (Other Food Sales)

The Board believes that foods and beverages sold to students on school campuses during the school day should promote student health and reduce childhood obesity. Food sales are prohibited during school hours unless the organization is legally organized as a nonpartisan charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Board Policy. Any food sales conducted outside the District's food service program conducted by nonpartisan groups, including those conducted by parent groups, shall meet nutritional standards specified in law, Board Policy, and Administrative Regulations and shall not reduce student participation in the District's food service program.

The Board authorizes the Superintendent/designee to approve the sales of foods and beverages outside the District's food service program, including sales by student or adult organizations, sales through vending machines, and/or sales at school student stores for fundraising purposes.

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Priced Meals)
(cf. 3554 - Other Food Sales)

California Nutritional Standards for Compliant Foods and Beverages

The only foods that can be sold to students at any grade level during the school day are: full meals, exempt foods, dairy, whole-grain, or protein foods that meet specific calorie, sodium, fat, saturated fat, and sugar requirements. Specific beverage requirements and limitations are set forth for each grade level as well (SB 12, 490, and 965).

Student Incentives

Staff and other entities (businesses, sponsors, and/or organizations) will use only nutritionally-compliant foods or nonfood incentives as a reward for a student's academic performance, accomplishments, or classroom behavior. The District will emphasize nonfood incentives as alternatives to all school administrators and staff members.

(cf. 1230 - School-Connected Organizations)
(cf. 1325 - Advertising and Promotion)
(cf. 5126 - Awards for Achievement)

Celebrations during the School Day

Schools shall limit celebrations that involve food during instructional time to no more than three times per school year. If possible, the celebration should take place during the last half hour of the school day. School celebrations will include no more than one food or beverage that does not meet the nutrition standards for food and beverages.

Birthday Celebrations

No celebratory food items will be allowed on school sites during the school day in celebration of a student's birthday. The District encourages and supports the use of nonfood celebratory activities and will provide a list of suggestions to schools and parents on the District Food Services & Student Nutrition website.

Other Celebrations/Special Occasions

All food items and/or donations of food items by outside parties are strongly encouraged to meet or exceed California Nutrition Standards and guidelines set forth by the District. School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any food or beverages they may donate for an occasional class party.

All food items brought on campus by parents/guardians or other volunteers or school staff for celebrations should be store bought, prepackaged, and prewrapped items with a label listing ingredient so students with food allergies are protected from accidental exposure. No home-cooked meals shall be served to students to minimize the risk of foodborne illnesses.

School-Sponsored Events and Fundraising

Any school-related program, fundraiser, or other activity sponsored by community/booster organizations shall be authorized and conducted according to Board Policy, Administrative Regulations, and school rules.

- Any event hosted on school campuses more than an hour after the school day ends such as an open house, parent meetings, carnivals, etc., are encouraged to support healthy food options as set forth by District Wellness Policy guidelines.
- School organizations and staff are strongly encouraged to use healthy food items or non-food items for fundraising purposes. To support and encourage children's health and school nutrition education efforts, school fundraising activities should limit the frequency of non-nutritious food items sold; and for carnivals/festivals, schools are encouraged to balance healthy food items with non-nutritious food offerings.
- The District will make available a list of preferable fundraising activities on the District Food Services & Student Nutrition website.

Food Marketing in Schools

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards/ signboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

- School-based marketing will be consistent with nutrition education and health promotion items identified above. As such, schools will limit food and beverage marketing to the promotion of those consistent with California Nutrition Standards and guidelines set forth by the District.
- The promotion of healthy foods including fruit, vegetables, whole grains, lean proteins, and low-fat and fat-free dairy products is encouraged. School staff is strongly discouraged from displaying specifically in the classroom any food/beverage items (e.g., coffee, soda, and/or energy drink containers; bags of chips; candy) that do not support the District's health messaging and wellness policies.
- Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA and California state school nutrition standards.
- Fundraisers that are held off-site and outside of school hours may be advertised if they meet or exceed the USDA and California school nutrition standards.
- Food advertising and marketing is defined as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

  This term includes but is not limited to the following:

  - Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
  - Displays, such as on vending machine exteriors.
  - Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards
  - Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
  - Advertisements in school publications or school mailings. • Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

(cf. 1321 - Solicitation of Funds from and By Students)

(cf. 1325 - Advertising and Promotion)
(cf. 3554 - Other Food Sales)

Staff Wellness

The District is committed to the health, safety and well-being of the its staff while being supportive of an individual's right to choose. The District understands the relationship between staff wellness with productivity, efficiency, and attendance at work. The goal for staff wellness is to make a positive difference in the lives of our staff and to help them enjoy happier, healthier lives.

- Staff worksite wellness events will be offered during the school year and will be made voluntary to those whom participate.
- Information regarding staff wellness events will be disseminated in new staff orientation, e-mail correspondence, and/or posting flyers on walls and bulletin boards (where applicable)

Student Mental Health and Wellness

The District understand that wellness is not the absence of disease but a state of complete physical, mental, and social well-being.

- Adopt a strategy for the promotion of the mental health of all students including suicide prevention initiatives.
- To provide a coordinated approach to the management of students' mental health difficulties and to deliver effective management of cases where there is an emergency and/or serious risk of harm or suicide.
- To provide effective and accessible support to students making reasonable adjustments as necessary.
- To engage with external partners such as Health Providers to promote and improve access for students to community and specialist resources.

Communications with Parents and Other Community Members

Integrating health education into every segment of a child's day is very important to the District. Encouraging accessible, consistent, and easily understood healthy messages between the school and home environments is essential. Additionally, the District will assist and support parents' efforts to provide a healthy diet for their children by:

- Making information and resources available through the District website, materials sent home with students (flyers), and/or through District/school site electronic messaging (with permission).
- Providing access to the nutritional analysis of school menus/meals through the District Child Nutrition Services website or in written format upon request.
- Strongly encouraging parents to send healthy lunches and snacks that comply with California Nutrition Standards and guidelines set forth by the District as outlined above.
- Specifically relating to food portion and/or serving size appropriate for child and refraining from sending foods and/or beverages that are of low nutritional value.

- Providing parents with a list of foods that meet the District snack, celebrations, and fundraising standards and guidelines on the District Child Nutrition Services website.
- Encouraging parents and staff members to assist in modeling and promoting healthy nutrition and physical activity behaviors throughout the school day and while on the school site. (42 USC 1758b)

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and By Students)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3554 - Other Food Sales)

Annual Wellness Reports

The district will compile and publish an annual report to share basic information about the wellness policy and any updates available to the Local School Wellness Policy. This report will be available on the district's website and will include the progress of the schools within the district in meeting wellness goals.

This report will include but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of the district's progress in meeting the wellness policy goals;
- A summary of events or activities related to wellness policy goals implementation.

Triennial Assessment

The district shall conduct an assessment of the Local School Wellness Policy every three years and the Child Nutrition Director or designee shall inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.31).

Program Implementation and Evaluation

The Board shall establish a plan for measuring implementation of the policy. The Superintendent shall designate at least one person within the District and at each school to oversee the implementation and evaluation of the Wellness policy. Site administrators with assistance from school staff, Parent and Teacher Organizations, and School Site Council at each school are charged with operational responsibility for ensuring that the school sites implement the District's wellness policy. (42 USC 1758b Note)

(cf. 0500 - Accountability)

The Superintendent or designee shall recommend for Board approval specific quality indicators that will be used to measure the implementation of the policy district wide and at each district school. These measures shall include, but not be limited to:

- An analysis of the nutritional content of meals served
- Student participation rates in school meal programs

- Wellness survey to monitor each school's progress implementing the District's Wellness Policy.
- Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, and other appropriate persons.

The Superintendent or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.

Posting Requirements

Each school shall post the District's policies and regulations on nutrition and physical activities in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Each school shall demonstrate communication of the Wellness Policy to parents/guardians by posting policies on its school website and/or providing links to District policies, providing information in a parent handbook or flyer, or through parent-related presentations such as parent-teacher organizations and/or School Site Council committees.

(cf. 0500 - Accountability)

Legal Reference:

Public Law - 111-296 - "Healthy, Hunger-Free Kids Act 2010", Final Rule-Nutrition Standards in the National School Lunch and School Breakfast Programs (1/26/12)
EDUCATION CODE
33350-33354 CDE responsibilities re: physical education
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570-National School Lunch Act 51210 Course of Study, Grades 1 to 6
51220 Course of Study, Grades 7 to 12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5 15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
1766a Meal Supplements for Children in After School Care

1769a Fresh Fruit and Vegetable Program
1769j Ensuring Safety of School Meals
15575-15578 Food and Beverage Restrictions
UNITED STATES CODE, TITLE 42
1751-1769 National School Lunch Program
1758b Local Wellness Policy
1771-1791 Child Nutrition Act
210.1-210.31 National School Lunch Program
COURT DECISIONS Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007 Physical Education and California Schools, Policy Brief, rev. October 2007
1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Physical Education Framework for California Public Schools, Kindergarten through Grade Twelve, 2009
Healthy Children Ready to Learn: A White Paper on Health, Nutrition, and Physical Education, January 2005
Health Framework for California Public Schools, Kindergarten through Grade Twelve, 2003 CALIFORNIA PROJECT LEAN PUBLICATIONS Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
CENTER FOR COLLABORATIVE SOLUTIONS Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010
CENTERS FOR DISEASE CONTROL PUBLICATIONS School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005
NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION (NASBE) PUBLICATIONS Fit, Healthy and Ready to Learn, 2000
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS Dietary Guidelines for Americans, 2005 Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

Websites:

CSBA: www.csba.org
Action for Healthy Kids: www.actionforhealthykids.org
California Department of Education, Nutrition Services Division: www.cde.ca.gov/ls/nu

California Department of Public Health: www.cdph.ca.gov
California Healthy Kids Resource Center: www.californiahealthykids.org
California Project LEAN (Leaders Encouraging Activity and Nutrition): www. californiaprojectlean.org
California School Nutrition Association: www.calsna.org
Center for Collaborative Solutions: www.ccscenter.org
Centers for Disease Control and Prevention (CDC): www.cdc.gov Dairy Council of California: www.dairycouncilofca.org
National Alliance for Nutrition and Activity: www.cspinet.org/nutrition policy/nana.html
National Association of State Boards of Education: www.nasbe.org
National School Boards Association: www.nsba.org
School Nutrition Association: www.schoolnutrition.org
Society for Nutrition Education: www.sne.org
U.S. Department of Agriculture, Food Nutrition Service, wellness policy: www.fns.usda.gov/tn/Healthy/wellnesspolicy.html

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or

3. **email:**
program.intake@usda.gov

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Policy CORONADO UNIFIED SCHOOL DISTRICT

Adopted: May 18, 2006 Coronado, California

Revised: April 18, 2019 Coronado, California

Policy 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/1999 | **Last Revised Date:** ~~03~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~03~~06/01/~~2017~~2024

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 48200, children ages 6-18 years are subject to compulsory, full-time education, except when otherwise exempted.

Verification of absences is necessary for purposes of enforcement of compulsory education laws and for the determination of whether a student is truant. Pursuant to Education Code 48260, students with a valid excused absence are not truant.

For ~~examples of~~ strategies ~~for reducing~~to reduce chronic absences, see BP/AR 5113.1 - Chronic Absence and Truancy and CSBA's ~~policy~~governance brief, ~~Improving Student Achievement by Addressing~~"Seize the Data: Using Chronic Absence~~.~~ Data to Drive Student Engagement." For information about the impact of absences on a student's grades, see BP 5121 - Grades/Evaluation of Student Achievement.

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

~~Absence~~In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons~~, as permitted by law, Board policy, and administrative regulation.~~ (as specified in Education Code 48205~~)~~, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

CSBA NOTE: When a student has an excused absence pursuant to Education Code 48205 or 48225.5, teachers are required to provide equivalent assignments and tests, as described below. While teachers are not required to do so for other excused absences, the following language extends this requirement to all excused absences for fairness, and to maintain student engagement in the educational program. Districts may modify the following paragraph to reflect that it only applies to excused absences pursuant to Education Code 48205 and 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 46014, districts, with the written consent of the student's parent/guardian, may excuse a student from school in order to participate in religious exercises or instruction. In order for the district to receive average

daily attendance funding for such absences, the Governing Board ~~must~~is required to first adopt a resolution permitting an excused absence for this purpose. The Board is also mandated to adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see the accompanying administrative regulation.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

CSBA NOTE: Pursuant to Education Code 46010.1 and the California Supreme Court in American *Academy of Pediatrics et al v. Lungren et al.*, minor students do not need parent/guardian consent to obtain confidential medical services, and schools are authorized to excuse a student from school to obtain such services.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

CSBA NOTE: 5 CCR 421 requires the Board to approve reasonable methods for verifying student absences due to illness or quarantine. See the accompanying administrative regulation for examples of methods of verification.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

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

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-~~421~~424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Attendance records

Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 601-601.5	Habitually truant minors
Management Resources	**Description**
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	~~Improving Student Achievement by Addressing~~Seize the Data: Using Chronic Absence~~, Policy Brief, December 2010~~ Data to Drive Student Engagement, March 2024 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/Attendance-Brief-2024.ashx)
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
4119.41	Employees With Infectious Disease
4219.41	Employees With Infectious Disease
4319.41	Employees With Infectious Disease
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131	Conduct
5131.4	Student Disturbances
5131.4	Student Disturbances
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.33	Head Lice

5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	School Day
6112	School Day
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6164.2	Guidance/Counseling Services
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~03~~06/01/~~2023~~2024 | **Last Reviewed Date:** ~~03~~06/01/~~2023~~2024

Excused Absences

CSBA NOTE: Items #1-~~16~~17 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in Items #1-~~12~~13, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health~~.~~ (Education Code 48205)

2. Quarantine under the direction of a county or city health officer~~.~~ (Education Code 48205)

3. Medical, dental, optometrical, or chiropractic service or appointment~~.~~ (Education Code 48205)

   CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 350 (Ch. 601, Statutes of 2023), the district is required to excuse a student's absence for up to five days when the absence is for the purpose of attending funeral services or grieving the death of the student's immediate family or of another person in close association with the student, as specified in Item #4 below.

4. Attendance at funeral services for or grieving the death of a member of the student's immediate family~~.~~ ~~(Education Code 48205)~~

   ~~Such absence shall~~ or, as determined by the student's parent/guardian, a person so closely associated with the student as to be ~~limited to one day if the service is conducted in California or three days if the service is conducted out of state.~~ considered the student's immediate family (Education Code 48205)

   A student may be excused for this reason for up to five days for each incident. (Education Code 48205)

5. Jury duty in the manner provided for by law~~.~~ (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence, and the district is prohibited from requiring a physician's note for such absences. See the section "Method of Verification" below.

6. Illness or medical appointment of a child to whom the student is the custodial parent~~.~~ (Education Code 48205)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

   a. Attendance or appearance ~~Appearance~~ in court

   b. Attendance at a funeral service

   c. Observance of a religious holiday or ceremony

   CSBA NOTE: Pursuant to Education Code 48205, as amended by AB 1503 (Ch. 846, Statutes of 2023), student attendance at a religious retreat may be excused for no more than one school day each semester.

   d. Attendance at religious retreats for no more than ~~four hours per~~one school day each semester

   e. Attendance at an employment conference

   f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302~~.~~ (Education Code 48205)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment~~.~~ (Education Code 48205)

   Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen~~.~~ (Education Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people~~.~~ (Education Code 48205)

~~CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 955 (Ch. 921, Statutes of 2022), districts are required to allow an excused absence for middle and high school students one school day per school year for the purpose of engaging in a civic or political event, provided that the student notifies the school in advance. At the discretion of the Superintendent or designee, additional such absences may be permitted.~~

12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence~~.~~ (Education Code 48205)

    Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence ~~per~~each school year (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 350, a student's absence is required to be excused for up to three days when the absence is for the purpose of accessing victim or grief support services or for participating in safety planning as it relates to the death of a student's immediate family member, or of another person in close association with the student, as specified in Item #13 below.

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

    a. To access services from a victim services organization or agency

    b. To access grief support services

    c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

    Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 46014, with the written consent of the student's parent/guardian, districts may excuse a student from school in order to participate in religious exercises or instruction.

In order for the district to receive average daily attendance funding for such absences, the Governing Board must first adopt a resolution permitting an excused absence for this purpose and regulations governing students' attendance at religious exercises or instruction and the reporting of such absences.

These regulations should include all of Item #14 below and may be expanded to reflect district practice.

The student must also attend school for at least the minimum school day and not be absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day. ~~These regulations should include all of Item #13 below and may be expanded to reflect district practice.~~

~~13.~~ 14. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination~~.~~ (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in ~~AR~~Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days ~~per~~each school month. (Education Code 46014)

~~14.~~ 15. ~~Work in the entertainment or allied industry. (Education Code 48225.5)~~For ~~Work for~~ a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days~~.~~ , work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each ~~per~~ school year. (Education Code 48225.5)

~~15.~~ 16. Participation with a nonprofit performing arts organization in a performance for a public school audience~~.~~ (Education Code 48225.5)

A student may be excused for up to five such absences ~~per~~each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

~~16.~~ 17. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances~~.~~ (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, ~~brother or sister~~sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

CSBA NOTE: Education Code 48205 prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification.

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written ~~note, fax, email~~, digital, or ~~voice mail~~audio message from parent/guardian or parent representative~~.~~

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative~~. The employee shall subsequently record the following:~~

   The employee shall subsequently record the following:

   a. Name of student

   b. Name of parent/guardian or parent representative

   c. Name of verifying employee

   d. Date(s) of absence

e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated~~. The employee shall document the verification and include the information specified in Item #2 above.~~

   The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification

CSBA NOTE: The following optional paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

   a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment~~.~~

CSBA NOTE: The following optional paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

   b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences~~.~~

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

CSBA NOTE: The requirement in Item #1 below is for use by ~~districts~~any district whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and Item #~~13~~14 in the section ~~"~~"Excused Absences~~"~~" above.

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination~~.~~ (Education Code 46014, 48980)

CSBA NOTE: The requirement in Item #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the ~~student's~~student's parent/guardian~~.~~ (Education

Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time~~. Such notice shall include the full text of Education Code 48205.~~ (Education Code 48980)

   Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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Policy Reference Disclaimer:
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State	Description
5 CCR 306	Explanation of absence
5 CCR 420-~~421~~424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Attendance records
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants

Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 601-601.5	Habitually truant minors

Management Resources	**Description**
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	~~Improving Student Achievement by Addressing~~Seize the Data: Using Chronic Absence~~, Policy~~ Data to Drive Student Engagement, March 2024 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/Attendance-Brief~~, December 2010~~-2024.ashx)
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	**Description**
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan

4119.41	Employees With Infectious Disease
4219.41	Employees With Infectious Disease
4319.41	Employees With Infectious Disease
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131	Conduct
5131.4	Student Disturbances
5131.4	Student Disturbances
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.33	Head Lice
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications

5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	School Day
6112	School Day
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6164.2	Guidance/Counseling Services
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School

Policy 5145.6: Parent/Guardian Notifications

Status: ADOPTED

Original Adopted Date: 03/01/2007 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

The Governing Board desires to promote effective communication ~~between~~from the district and/or school ~~and the home and~~to families to keep ~~parents/guardians~~families informed regarding educational programs, school operations, and the legal rights of students and ~~their~~ 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 ~~parental~~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)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

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.

CSBA NOTE: The following paragraph applies to notices required for certain federal programs, including, but not necessarily limited to, Title I notices pursuant to 20 USC 6311 and 6312, notices regarding the rights of parents/guardians of students with disabilities pursuant to 34 CFR 300.503 and 300.504, and notices of the educational rights of students experiencing homelessness pursuant to 42 USC 11432. The following paragraph may be revised to reflect district practice.

Notifications shall be presented in an understandable and uniform format ~~and, to the extent practicable, in a language that parents/guardians can understand.~~.

CSBA NOTE: Pursuant to state and federal antidiscrimination laws, including the Americans with Disabilities Act (42 USC 12101; 28 CFR 35) and Section 504 of the Rehabilitation Act of 1973 (29

USC 794), auxiliary aides and services must be provided to qualified individuals with disabilities to enable those individuals to effectively communicate and participate in public programs, services, or activities. For example, for the Medi-Cal Program, the Department of Health Care Services (DHCS), the state agency that administers the program, has issued Policy and Procedure Letters No. 21-017R and No. 23-004, which require districts to develop a plan to meet these alternative format requirements. For more information on the Medi-Cal Program, see AR 5141.6 - School Health Services.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large ~~font~~front, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language. Education Code 48985 requires the California Department of Education (CDE) to notify districts, by August 1 of each year, of the schools and the languages for which the translation of notices is required based on census data submitted to the CDE in the preceding fiscal year.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices 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.

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State	Description
17 CCR 2950-2951	Hearing tests
17 CCR 6000-6075	School attendance immunization requirements
22 CCR 101218.1	Child care licensing; parent/guardian rights
5 CCR 11303	Reclassification of English learners
5 CCR 11511.5	English language proficiency assessment; test results
5 CCR 11523	Notice of proficiency examinations
5 CCR 17782	Notice of Action; application for services

5 CCR 17783	Notice of Action; recipient of services
5 CCR 18066	Child care policies regarding excused and unexcused absences
5 CCR 18094-18095	Notice of Action; child care services
5 CCR 18114	Notice of delinquent fees; child care services
5 CCR 18118-18119	Notice of Action; child care services
5 CCR 3052	Behavioral intervention
5 CCR 4622	Uniform complaint procedures
5 CCR 4631	Uniform complaint procedures; notification of decision and right to appeal
5 CCR 4917	Notification of sexual harassment policy
5 CCR 852	Exemptions from state assessments
5 CCR 863	Reports of state assessment results
Civ. Code 1798.29	District records; breach of security
Ed. Code 17288	Building standards for university campuses
Ed. Code 17612	Notification of pesticide use
Ed. Code 221.5	Equal opportunity
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 262.3	Appeals for discrimination complaints; information regarding availability of civil remedies
Ed. Code 310	Language acquisition programs
Ed. Code 313	Reclassification of English learners; parental consultation
Ed. Code 313.2	Long-term English learner; notification
Ed. Code 32221.5	Insurance for athletic team members
Ed. Code 32255-32255.6	Student's right to refrain from harmful or destructive use of animals
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35160.5	Extracurricular and cocurricular activities

Ed. Code 35178.4	Notice of accreditation status
Ed. Code 35182.5	Advertising in the classroom
Ed. Code 35183	School dress code; uniforms
Ed. Code 35186	Complaints concerning deficiencies in instructional materials and facilities
Ed. Code 35211	Driver training; district insurance, parent/guardian liability
Ed. Code 35256	School Accountability Report Card
Ed. Code 35258	School Accountability Report Card
Ed. Code 35291	Rules for student discipline
Ed. Code 35292.6	School maintenance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 39831.5	School bus rider rules and information
Ed. Code 41329	School closures and consolidation
Ed. Code 440	English language proficiency assessment; instruction in English language development
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44808.5	Permission to leave school grounds
Ed. Code 46010.1	Notice regarding excuse to obtain confidential medical services
Ed. Code 46014	Regulations regarding absences for religious purposes
Ed. Code 46015	Accommodations for pregnant and parenting pupils
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 46600-46611	Interdistrict attendance agreements
Ed. Code 48000	Minimum age of admission
Ed. Code 48070.5	Promotion and retention of students
Ed. Code 48204	Residency requirements
Ed. Code 48205	Absence for personal reasons
Ed. Code 48206.3	Students with temporary disabilities; individual instruction; definitions
Ed. Code 48207-48208	Students with temporary disabilities in hospitals
Ed. Code 48213	Prior notice of exclusion from attendance
Ed. Code 48216	Immunization and exclusion from attendance

Ed. Code 48260.5	Notice regarding truancy
Ed. Code 48262	Need for parent conference regarding truancy
Ed. Code 48263	Referral to school attendance review board or probation department
Ed. Code 48301	Interdistrict transfers
Ed. Code 48412	Certificate of proficiency
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 48432.5	Involuntary transfers of students
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48900.1	Parental attendance required after suspension
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48906	Notification of release of student to peace officer
Ed. Code 48911	Notification in case of suspension
Ed. Code 48911.1	Assignment to supervised suspension classroom
Ed. Code 48912	Closed sessions; consideration of suspension
Ed. Code 48915.1	Expelled students; enrollment in another district
Ed. Code 48916	Readmission procedures
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48929	Transfer of student convicted of violent felony or misdemeanor
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48980.3	Notification of pesticide use
Ed. Code 48981	Time and means of notification
Ed. Code 48982	Parent signature acknowledging receipt of notice
Ed. Code 48983	Contents of notice
Ed. Code 48984	Activities prohibited unless notice given
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 48985.5	Synthetic drug use
Ed. Code 48986	Safe storage of firearms
Ed. Code 48987	Child abuse information

Ed. Code 49013	Use of uniform complaint procedures for complaints regarding student fees
Ed. Code 49063	Notification of parental rights
Ed. Code 49067	Student evaluation; student in danger of failing course
Ed. Code 49068	Transfer of permanent enrollment and scholarship record
Ed. Code 49069.7	Absolute right to access
Ed. Code 49070	Challenging content of student record
Ed. Code 49073	Release of directory information
Ed. Code 49073.6	Student records; social media
Ed. Code 49076	Access to student records
Ed. Code 49077	Access to information concerning a student in compliance with court order
Ed. Code 49392	Threats of homicide at school
Ed. Code 49403	Cooperation in control of communicable disease and immunizations
Ed. Code 49423	Administration of prescribed medication for student
Ed. Code 49451	Physical examinations: parent's refusal to consent
Ed. Code 49452.5	Screening for scoliosis
Ed. Code 49452.6	Type 1 diabetes informational materials
Ed. Code 49452.7	Information on type 2 diabetes
Ed. Code 49452.8	Oral health assessment
Ed. Code 49455.5	Eye examination for purpose of eyeglasses
Ed. Code 49456	Results of vision or hearing test
Ed. Code 49471-49472	Insurance
Ed. Code 49475	Student athletes; concussions and head injuries
Ed. Code 49476	Student athletes; opioid fact sheet
Ed. Code 49480	Continuing medication regimen for nonepisodic conditions
Ed. Code 48980.4	Notice regarding full human papillomavirus (HPV) immunization
Ed. Code 49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970
~~Ed. Code 49557.5~~	~~Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account~~

Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.31	Graduation from high school; exemption for eligible students with special needs
Ed. Code 51225.8	Completion and submission of FAFSA and CADAA
Ed. Code 51229	Course of study for grades 7-12
Ed. Code 51513	Personal beliefs; privacy
Ed. Code 51749.5	Independent study
Ed. Code 51938	HIV/AIDS and sexual health instruction
Ed. Code 52062	Local control and accountability plans and the statewide system of support
Ed. Code 52164	Language census
Ed. Code 52164.1	Census-taking methods; determination of primary language; assessment of language skills
Ed. Code 52164.3	Reassessment of English learners; notification of results
Ed. Code 52242	Advanced placement examination fees
Ed. Code 54444.2	Migrant education programs; parent involvement
Ed. Code 56301	Child-find system; policies regarding written notification rights
Ed. Code 56321	Special education: proposed assessment plan
Ed. Code 56321.5-56321.6	Notice of parent rights pertaining to special education
Ed. Code 56329	Written notice of right to findings; independent assessment
Ed. Code 56341.1	Development of individualized education program; right to audio record meeting
Ed. Code 56341.5	Individualized education program team meetings
Ed. Code 56343.5	Individualized education program meetings
Ed. Code 56366.45	Change in status of a nonpublic, nonsectarian school or agency
Ed. Code 56521.1	Behavioral intervention
Ed. Code 58501	Alternative schools; notice required prior to establishment
Ed. Code 60615	Exemption from state assessment
Ed. Code 60641	California Assessment of Student Performance and Progress

Ed. Code 60900.5	Use of CalPADS data
Ed. Code 69432.9	Submission of grade point average to Cal Grant program
Ed. Code 8212	Complaints related to preschool health and safety issues
Ed. Code 8483	Before/after school program; enrollment priorities
Ed. Code 8489	Expulsion and suspension procedures in childcare and development services programs
Ed. Code 8489.1	Expulsion and suspension procedures in childcare and development services programs
H&S Code 104420	Tobacco use prevention
H&S Code 104855	Availability of topical fluoride treatment
H&S Code 116277	Lead testing of potable water at schools and requirements to remedy
H&S Code 120365-120375	Immunizations
H&S Code 120440	Sharing immunization information
H&S Code 124100-124105	Health screening and immunizations
H&S Code 1596.8555	Administration of child day care licensing; posting license
H&S Code 1596.857	Right to enter child care facility
H&S Code 1597.16	Licensed child care centers; lead testing
Pen. Code 626.81	Notice of permission granted to sex offender to volunteer on campus
Pen. Code 627.5	Hearing request following denial or revocation of registration
W&I Code 10228	Child care providers; posting of rates, discounts, and scholarships

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Privacy rights
20 USC 1415	Procedural safeguards
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6318	Parent and family engagement
20 USC 7704	Impact Aid; policies and procedures related to children residing on Indian lands
20 USC 7908	Armed forces recruiter access to students

34 CFR 104.32	District responsibility to provide free appropriate public education
34 CFR 104.36	Procedural safeguards
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 200.48	Teacher qualifications
34 CFR 222.94	Impact Aid; district responsibilities
34 CFR 300.300	Parent consent for special education evaluation
34 CFR 300.322	Parent participation in IEP team meetings
34 CFR 300.502	Independent educational evaluation of student with disability
34 CFR 300.503	Prior written notice regarding identification, evaluation, or placement of student with disability
34 CFR 300.504	Procedural safeguards notice for students with disabilities
34 CFR 300.508	Due process complaint
34 CFR 300.530	Discipline procedures
34 CFR 99.30	Disclosure of personally identifiable information
34 CFR 99.34	Student records; disclosure to other educational agencies
34 CFR 99.37	Disclosure of directory information
34 CFR 99.7	Student records; annual notification
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 1758	Child nutrition programs
7 CFR 245.5	Eligibility criteria for free and reduced-price meals
7 CFR 245.6a	Verification of eligibility for free and reduced-price meals

Management Resources	**Description**
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture, Food and Nutrition Service

Cross References

Code	**Description**

0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0510	School Accountability Report Card
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3231	Impact Aid
3260	Fees And Charges
3260	Fees And Charges
3312	Contracts
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3543	Transportation Safety And Emergencies
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3553	Free And Reduced Price Meals

3553	Free And Reduced Price Meals
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4112.2	Certification
4112.2	Certification
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment

5116.2	Involuntary Student Transfers
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5125.3	Challenging Student Records
5131.61	Drug Testing
5132	Dress And Grooming
5132	Dress And Grooming
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5142.1	Identification And Reporting Of Missing Children
5143	Insurance
5143	Insurance
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process

5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5144.4	Required Parental Attendance
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.8	Refusal To Harm Or Destroy Animals
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	School Day
6112	School Day
6117	Year-Round Schedules
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses Of Study

6143	Courses Of Study
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.4	Behavioral Interventions For Special Education Students
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.8	Research
6162.8	Research
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6170.1	Transitional Kindergarten
6173	Education For Homeless Children

6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.3	Education For Juvenile Court School Students
6173.4	Education For American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program
9310	Board Policies

Exhibit 5145.6-E(1): Parent/Guardian Notifications

Status: ADOPTED

Original Adopted Date: 03/01/2018 | **Last Revised Date:** 06/01/~~2023~~2024 | **Last Reviewed Date:** 06/01/~~2023~~2024

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 ~~2022~~ (~~AB~~ ~~178~~2023 (SB 101, Ch. ~~45~~12, Statutes of ~~2022~~2023) extends the suspension of these requirements through the ~~2022-23~~2023-24 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended

CSBA NOTE: The following exhibit lists notices ~~which~~that the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures (UCP) as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual, but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

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
Subject: Right to a free public education regardless of immigration status or religious beliefs

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, BP 4219.21, BP 4319.21
Subject: Code of conduct 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, 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: Annually~~
When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48985.5
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: The dangers of using synthetic drugs not prescribed by a physician and possibility that such drugs can be found in counterfeit pills

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
Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, ~~migrant~~ students who are migratory and newcomer students ~~participating in a newcomer program.~~

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: Beginning of each school year in schools serving students in grades 6-12
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

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 re: 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 #: Not currently in CSBA policy
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 re: 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.~~9~~8
Board Policy/Administrative Regulation #: See BP 0410, BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, 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

When to Notify: When admitted or advancing to sixth grade
Education or Other Legal Code: Education Code 48980.4
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A statement regarding the state's public policy, advising that the student 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 #: To be included in 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 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: When in kindergarten, or 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: 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 web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

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 A/V 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 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 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: 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: 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 #: Not currently in CSBA policy
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 homeless or foster youth 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 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 #: Not currently in CSBA policy
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 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, 48262
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

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 re: 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; 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 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: ~~Within 10 days of negative balance in meal account~~
~~Education or Other Legal Code: Education Code 49557.5~~
~~Board Policy/Administrative Regulation #: See AR 3551~~
~~Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals~~

~~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 immigrant student enrolled in newcomer program in grades 11-12
Education or Other Legal Code: Educational Code 51225.1
Board Policy/Administrative Regulation #: See BP 6146.1, AR 6173, AR 6173.1, AR 6173.3, AR 6175
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: Educational 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 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 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/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
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: 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: Within 30 days of application for subsidized child care 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: Upon child's enrollment in child care program
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care 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/Whom to Notify: When student is homeless or unaccompanied minor
Education or Other Legal Code: Education Code 48852.5, 42 USC 11432
Board Policy/Administrative Regulation #: See AR 6173
Subject: Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice

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

IV. Special Education Notices

When to Notify: Prior to a student with disabilities beginning tenth grade
Education or Other Legal Code: Educational Code 51225.31
Board Policy/Administrative Regulation #: See BP 6146.1
Subject: Exemption from local graduation requirements

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. Classroom Notices

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 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: In any school serving any of grades ~~6~~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: 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 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 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 Reference UPDATE Service
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Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description

17 CCR 2950-2951	Hearing tests
17 CCR 6000-6075	School attendance immunization requirements
22 CCR 101218.1	Child care licensing; parent/guardian rights
5 CCR 11303	Reclassification of English learners
5 CCR 11511.5	English language proficiency assessment; test results
5 CCR 11523	Notice of proficiency examinations
5 CCR 17782	Notice of Action; application for services
5 CCR 17783	Notice of Action; recipient of services
5 CCR 18066	Child care policies regarding excused and unexcused absences
5 CCR 18094-18095	Notice of Action; child care services
5 CCR 18114	Notice of delinquent fees; child care services
5 CCR 18118-18119	Notice of Action; child care services
5 CCR 3052	Behavioral intervention
5 CCR 4622	Uniform complaint procedures
5 CCR 4631	Uniform complaint procedures; notification of decision and right to appeal
5 CCR 4917	Notification of sexual harassment policy
5 CCR 852	Exemptions from state assessments
5 CCR 863	Reports of state assessment results
Civ. Code 1798.29	District records; breach of security
Ed. Code 17288	Building standards for university campuses
Ed. Code 17612	Notification of pesticide use
Ed. Code 221.5	Equal opportunity
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 262.3	Appeals for discrimination complaints; information regarding availability of civil remedies
Ed. Code 310	Language acquisition programs
Ed. Code 313	Reclassification of English learners; parental consultation

Ed. Code 313.2	Long-term English learner; notification
Ed. Code 32221.5	Insurance for athletic team members
Ed. Code 32255-32255.6	Student's right to refrain from harmful or destructive use of animals
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
~~Ed. Code 33479.3~~	~~The Eric Paredes Sudden Cardiac Arrest Prevention Act~~
Ed. Code 35160.5	Extracurricular and cocurricular activities
Ed. Code 35178.4	Notice of accreditation status
Ed. Code 35182.5	Advertising in the classroom
Ed. Code 35183	School dress code; uniforms
Ed. Code 35186	Complaints concerning deficiencies in instructional materials and facilities
Ed. Code 35211	Driver training; district insurance, parent/guardian liability
Ed. Code 35256	School Accountability Report Card
Ed. Code 35258	School Accountability Report Card
Ed. Code 35291	Rules for student discipline
Ed. Code 35292.6	School maintenance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 39831.5	School bus rider rules and information
Ed. Code 41329	School closures and consolidation
Ed. Code 440	English language proficiency assessment; instruction in English language development
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44808.5	Permission to leave school grounds
Ed. Code 46010.1	Notice regarding excuse to obtain confidential medical services
Ed. Code 46014	Regulations regarding absences for religious purposes
Ed. Code 46015	Accommodations for pregnant and parenting pupils
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 46600-46611	Interdistrict attendance agreements
Ed. Code 48000	Minimum age of admission

Ed. Code 48070.5	Promotion and retention of students
Ed. Code 48204	Residency requirements
Ed. Code 48205	Absence for personal reasons
Ed. Code 48206.3	Students with temporary disabilities; individual instruction; definitions
Ed. Code 48207-48208	Students with temporary disabilities in hospitals
Ed. Code 48213	Prior notice of exclusion from attendance
Ed. Code 48216	Immunization and exclusion from attendance
Ed. Code 48260.5	Notice regarding truancy
Ed. Code 48262	Need for parent conference regarding truancy
Ed. Code 48263	Referral to school attendance review board or probation department
Ed. Code 48301	Interdistrict transfers
Ed. Code 48412	Certificate of proficiency
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 48432.5	Involuntary transfers of students
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48900.1	Parental attendance required after suspension
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48906	Notification of release of student to peace officer
Ed. Code 48911	Notification in case of suspension
Ed. Code 48911.1	Assignment to supervised suspension classroom
Ed. Code 48912	Closed sessions; consideration of suspension
Ed. Code 48915.1	Expelled students; enrollment in another district
Ed. Code 48916	Readmission procedures
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48929	Transfer of student convicted of violent felony or misdemeanor
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48980.3	Notification of pesticide use
Ed. Code 48981	Time and means of notification

Ed. Code 48982	Parent signature acknowledging receipt of notice
Ed. Code 48983	Contents of notice
Ed. Code 48984	Activities prohibited unless notice given
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 48985.5	Synthetic drug use
Ed. Code 48986	Safe storage of firearms
Ed. Code 48987	Child abuse information
Ed. Code 49013	Use of uniform complaint procedures for complaints regarding student fees
Ed. Code 49063	Notification of parental rights
Ed. Code 49067	Student evaluation; student in danger of failing course
Ed. Code 49068	Transfer of permanent enrollment and scholarship record
Ed. Code 49069.7	Absolute right to access
Ed. Code 49070	Challenging content of student record
Ed. Code 49073	Release of directory information
Ed. Code 49073.6	Student records; social media
Ed. Code 49076	Access to student records
Ed. Code 49077	Access to information concerning a student in compliance with court order
Ed. Code 49392	Threats of homicide at school
Ed. Code 49403	Cooperation in control of communicable disease and immunizations
Ed. Code 49423	Administration of prescribed medication for student
Ed. Code 49451	Physical examinations: parent's refusal to consent
Ed. Code 49452.5	Screening for scoliosis
Ed. Code 49452.6	Type 1 diabetes informational materials
Ed. Code 49452.7	Information on type 2 diabetes
Ed. Code 49452.8	Oral health assessment
Ed. Code 49455.5	Eye examination for purpose of eyeglasses
Ed. Code 49456	Results of vision or hearing test
Ed. Code 49471-49472	Insurance
Ed. Code 49475	Student athletes; concussions and head injuries

Ed. Code 49476	Student athletes; opioid fact sheet
Ed. Code 49480	Continuing medication regimen for nonepisodic conditions
Ed. Code 48980.4	Notice regarding full human papillomavirus (HPV) immunization
Ed. Code 49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970
~~Ed. Code 49557.5~~	~~Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account~~
Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.31	Graduation from high school; exemption for eligible students with special needs
Ed. Code 51225.8	Completion and submission of FAFSA and CADAA
Ed. Code 51229	Course of study for grades 7-12
Ed. Code 51513	Personal beliefs; privacy
Ed. Code 51749.5	Independent study
Ed. Code 51938	HIV/AIDS and sexual health instruction
Ed. Code 52062	Local control and accountability plans and the statewide system of support
Ed. Code 52164	Language census
Ed. Code 52164.1	Census-taking methods; determination of primary language; assessment of language skills
Ed. Code 52164.3	Reassessment of English learners; notification of results
Ed. Code 52242	Advanced placement examination fees
Ed. Code 54444.2	Migrant education programs; parent involvement
Ed. Code 56301	Child-find system; policies regarding written notification rights
Ed. Code 56321	Special education: proposed assessment plan
Ed. Code 56321.5-56321.6	Notice of parent rights pertaining to special education
Ed. Code 56329	Written notice of right to findings; independent assessment
Ed. Code 56341.1	Development of individualized education program; right to audio record meeting
Ed. Code 56341.5	Individualized education program team meetings

Ed. Code 56343.5	Individualized education program meetings
Ed. Code 56366.45	Change in status of a nonpublic, nonsectarian school or agency
Ed. Code 56521.1	Behavioral intervention
Ed. Code 58501	Alternative schools; notice required prior to establishment
Ed. Code 60615	Exemption from state assessment
Ed. Code 60641	California Assessment of Student Performance and Progress
Ed. Code 60900.5	Use of CalPADS data
Ed. Code 69432.9	Submission of grade point average to Cal Grant program
Ed. Code 8212	Complaints related to preschool health and safety issues
Ed. Code 8483	Before/after school program; enrollment priorities
Ed. Code 8489	Expulsion and suspension procedures in childcare and development services programs
Ed. Code 8489.1	Expulsion and suspension procedures in childcare and development services programs
H&S Code 104420	Tobacco use prevention
H&S Code 104855	Availability of topical fluoride treatment
H&S Code 116277	Lead testing of potable water at schools and requirements to remedy
H&S Code 120365-120375	Immunizations
H&S Code 120440	Sharing immunization information
H&S Code 124100-124105	Health screening and immunizations
H&S Code 1596.8555	Administration of child day care licensing; posting license
H&S Code 1596.857	Right to enter child care facility
H&S Code 1597.16	Licensed child care centers; lead testing
Pen. Code 626.81	Notice of permission granted to sex offender to volunteer on campus
Pen. Code 627.5	Hearing request following denial or revocation of registration
W&I Code 10228	Child care providers; posting of rates, discounts, and scholarships

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Privacy rights
20 USC 1415	Procedural safeguards

20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6318	Parent and family engagement
20 USC 7704	Impact Aid; policies and procedures related to children residing on Indian lands
20 USC 7908	Armed forces recruiter access to students
34 CFR 104.32	District responsibility to provide free appropriate public education
34 CFR 104.36	Procedural safeguards
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 200.48	Teacher qualifications
34 CFR 222.94	Impact Aid; district responsibilities
34 CFR 300.300	Parent consent for special education evaluation
34 CFR 300.322	Parent participation in IEP team meetings
34 CFR 300.502	Independent educational evaluation of student with disability
34 CFR 300.503	Prior written notice regarding identification, evaluation, or placement of student with disability
34 CFR 300.504	Procedural safeguards notice for students with disabilities
34 CFR 300.508	Due process complaint
34 CFR 300.530	Discipline procedures
34 CFR 99.30	Disclosure of personally identifiable information
34 CFR 99.34	Student records; disclosure to other educational agencies
34 CFR 99.37	Disclosure of directory information
34 CFR 99.7	Student records; annual notification
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 1758	Child nutrition programs
7 CFR 245.5	Eligibility criteria for free and reduced-price meals
7 CFR 245.6a	Verification of eligibility for free and reduced-price meals
Management Resources	**Description**

U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture, Food and Nutrition Service

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0510	School Accountability Report Card
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3231	Impact Aid
3260	Fees And Charges
3260	Fees And Charges
3312	Contracts
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3517	Facilities Inspection
3517-E(1)	Facilities Inspection

3543	Transportation Safety And Emergencies
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4112.2	Certification
4112.2	Certification
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus

5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5116.2	Involuntary Student Transfers
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5125.3	Challenging Student Records
5131.61	Drug Testing
5132	Dress And Grooming
5132	Dress And Grooming
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services

5142.1	Identification And Reporting Of Missing Children
5143	Insurance
5143	Insurance
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5144.4	Required Parental Attendance
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.8	Refusal To Harm Or Destroy Animals
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	School Day
6112	School Day
6117	Year-Round Schedules
6142.1	Sexual Health And HIV/AIDS Prevention Instruction

6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses Of Study
6143	Courses Of Study
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.4	Behavioral Interventions For Special Education Students
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.8	Research
6162.8	Research
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education

6164.4	Identification And Evaluation Of Individuals For Special Education
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6170.1	Transitional Kindergarten
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.3	Education For Juvenile Court School Students
6173.4	Education For American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program
9310	Board Policies

Policy 6000: Concepts And Roles **Status:** ADOPTED

Original Adopted Date: 09/01/1992 **| Last Revised Date:** ~~07~~06/01/~~2006~~2024 **| Last Reviewed Date:** ~~07~~06/01/~~2006~~2024

CSBA NOTE: The following optional policy may be revised to reflect district practice.

The Governing Board desires to provide a comprehensive, research-based curriculum in a supportive, positive, and engaging manner that motivates every student to succeed. The district's educational program shall provide students with rigorous opportunities to attain the academic, social and emotional skills, knowledge, and abilities they need to be successful in school, postsecondary education and/or employment, and develop to their full potential.

Strategies for improving the educational program shall take into consideration the needs of individual students and subpopulations of students~~.~~, including, but not limited to, social, emotional, and behavioral needs. Students who are failing or at risk of failing to meet academic standards shall be provided with alternative programs and/or supplemental assistance designed to raise achievement.

~~Inasmuch as parents~~ Parents/guardians are critical partners in their children's education~~,~~ ~~parents/guardians~~ and shall be provided with opportunities to be meaningfully involved both in support of their children's education program at school and with learning at home.

CSBA NOTE: The following paragraph includes concepts from the California Department of Education's 2023 publication, "California State Plan for Career Technical Education: A Vision for Equity and Excellence in CTE."

The district's goal of student success may be achieved through regional coordination, collaboration, and alignment between the school, parents/guardians, and the community, including district support for innovative programs and practices that promote student engagement, growth, understanding, achievement, and career exploration.

~~The Board shall:~~To support the district's educational program, the Board shall:

1. Establish standards of student achievement for core subjects at each grade level that are aligned with the district's vision for student learning, the specific needs and strengths of the students, the expectations of parents/guardians and the community, and available resources

2. Establish graduation requirements

3. Ensure that a process is in place, involving teachers, administrators, students, and parents/guardians, for the development and review of the district's curriculum

4. Adopt the district curriculum and courses of study to be offered

5. Adopt textbooks and other instructional materials

6. Support the professional staff's implementation of the curriculum by providing consistent policy direction, allocating resources based on educational program priorities, ensuring that collective bargaining agreements do not constrain the district's ability to achieve curricular goals, recognizing staff accomplishments, and including reasonable annual goals related to student learning in the Superintendent evaluation process

7. Provide a continuing program of professional development to keep instructional staff, administrators, and Board members updated about current issues and research pertaining to curriculum, instructional strategies, and student assessment

8. Review and evaluate the educational program on the basis of state and federal accountability measures, disaggregated student achievement data, and other indicators and ensure that evaluation results are used to improve programs, curriculum, and/or instructional practices as necessary to enhance student achievement

9. Communicate clear information about district instructional goals, programs, and progress in student achievement to the community and media

The Superintendent or designee shall:

1. Review research related to curriculum issues

2. Select and/or develop curricula for recommendation to the Board in accordance with the district's curriculum development and review process

3. Ensure the articulation of the curriculum between grade levels and with postsecondary education and the workplace

4. Determine the general methods of instruction to be used

5. Assign instructors and schedule classes for all curricular offerings

6. Recommend instructional materials to the Board and direct the purchase of approved materials and equipment

7. Evaluate and report to the Board on student achievement as demonstrated through testing and other types of appraisal, and recommend necessary changes in curriculum, programs, and instruction as indicated by student performance data

CSBA NOTE: The following section is optional. 5 CCR 4424 requires districts to demonstrate comparability of services as a condition of receiving grants for compensatory education programs. In addition, 20 USC 6321 mandates districts receiving Title I funds to have policy on comparability in instruction; see BP/AR 6171 - Title I Programs for language fulfilling this mandate.

The district shall provide comparable educational opportunities for all students. Instruction in the core curriculum shall be in no way diminished when students receive supplementary services funded by special governmental programs. Services funded by any categorical program shall supplement, not supplant, the district-provided core curriculum and any services which may be provided by other categorical programs.

Policy Reference UPDATE Service
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State	Description
5 CCR 3940	Maintenance of effort
5 CCR 4424	Comparability of services
Ed. Code 51000-~~51007~~51009	Legislative intent; educational program

Federal	Description
20 USC 6321	Fiscal requirements/comparability of services

Management Resources	Description
California Department of Education Publication	California State Plan for Career Technical Education: A Vision for Equity and Excellence in CTE, March 2023 (https://www.cde.ca.gov/ci/ct/gi/documents/adoptedcactepla n2023.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials

1312.2-E(1)	Complaints Concerning Instructional Materials
1700	Relations Between Private Industry And The Schools
2140	Evaluation Of The Superintendent
3100	Budget
3100	Budget
3512	Equipment
3512-E(1)	Equipment
4113	Assignment
4113	Assignment
4131	Staff Development
4143	Negotiations/Consultation
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4243	Negotiations/Consultation
4331	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5131.9	Academic Honesty
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6112	School Day
6112	School Day
6117	Year-Round Schedules
6120	Response To Instruction And Intervention
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6143	Courses Of Study

6143	Courses Of Study
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.5	Elementary/Middle School Graduation Requirements
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6174	Education For English Learners
6174	Education For English Learners
6175	Migrant Education Program
6175	Migrant Education Program
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6178.1	Work-Based Learning
6178.1	Work-Based Learning

6179	Supplemental Instruction
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9240	Board Training
9310	Board Policies

Policy 6164.2: Guidance/Counseling Services

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** ~~09~~06/01/~~2022~~2024 | **Last Reviewed Date:** ~~09~~06/01/~~2022~~2024

CSBA NOTE: The following optional Board policy should be revised to reflect district practice. Education Code 49600~~, as amended b AB 2508 (Ch. 153, Statutes of 2022)~~ urges districts to offer students a comprehensive educational counseling program that is implemented in a structured and coherent manner within a Multi-Tiered Systems of Support framework~~.~~ (MTSS). Pursuant to Education Code 49600~~, as amended by AB 2508~~, specialized services offered under such a program must be provided by appropriately credentialed school counselors.

SB 114 (Ch. 48, Statutes of 2023) provides grant funding to eligible districts to establish safe, healthy, and supportive learning opportunities and environments in schools, which include, implementation of high quality integrated academic, behavioral, and social and emotional learning practices or services aligned to the MTSS.

The Governing Board recognizes that a structured, coherent, and comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of district students. The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

CSBA NOTE: Pursuant to Education Code 44266 and 5 CCR 80049-80049.1, persons authorized to provide services in school counseling, school psychology, or school social work must possess a Pupil Personnel Services (PPS) credential, with the appropriate specialization, issued by the Commission on Teacher Credentialing (CTC).

In order to have more qualified mental health professionals who are certified to provide child welfare and attendance services, Education Code 44266, as amended by SB 223 (Ch. 175, Statutes of 2023), permits flexibility for PPS credential holders to receive authorization to provide child welfare and attendance services by either completing: (1) a CTC-approved program of supervised field experience that includes direct classroom contact, jointly sponsored by a school district and a college or university, or (2) a CTC-approved program of professional preparation offered by a local educational agency.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, school social work services ~~to students~~, child welfare and attendance services, and/or to implement equitable school programs and services that support students' academic and social and emotional development and college and career readiness ~~shall~~ possess the

appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of such positions shall be clearly defined in a job description.

CSBA NOTE: The following optional list may be revised to reflect district practice. Education Code 49600~~, as amended by AB 2508,~~ expresses the Legislature's intent that school counselors fulfill the following responsibilities.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services, and indirect services, including but not limited to, positive school climate strategies, teacher and parent/guardian consultations, and referrals to public and private community services

2. Planning, implementing, and evaluating school counseling programs

3. Working within a MTSS that uses multiple data sources to monitor and improve student behavior, attendance, engagement, and achievement

4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel services professionals, families, community partners, and community agencies, including county mental health agencies

5. Promoting and maintaining a safe learning environment for all students by providing restorative practices, positive behavior interventions, and support services~~,~~ and by developing and responding with a variety of intervention strategies~~, and using those strategies,~~ to meet individual, group, and school community needs before, during, and after a crisis

6. Intervening to ameliorate school-related problems, including problems related to chronic absences and retention

7. Using research-based strategies to promote mental wellness, reduce mental health stigma, and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment, including mistreatment related to any form of conflict or bullying

8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services

9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural literacy, and commitment to lifelong learning and the pursuit of high-quality educational programs

CSBA NOTE: Item #10 below may be revised to specify only English learners, students eligible for free and reduced-price meals, and foster youth, as provided in Education Code 49600. However, a district is permitted to provide such services to other categories of students who may be in need, such as students experiencing homelessness

10. Providing counseling services for unduplicated students who are classified as English learners, ~~or foster youth, homeless children, and students~~ eligible for free and reduced-priced meals, foster youth, and/or experiencing homelessness, including interventions and support services that enhance equity and access to appropriate education systems and public and private services

11. Engaging in continued development as a professional school counselor

Educational And Career Counseling

CSBA NOTE: The following optional section is for use by districts that maintain any of grades 7-12 and may be revised to reflect district practice and the grade levels offered by the district.

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

CSBA NOTE: Items #1-5 below reflect required components of educational counseling programs specified in Education Code 49600~~, as amended by AB 2508.~~.

The educational counseling program shall include academic counseling and postsecondary services, in the following areas (Education Code 49600):

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans

2. Optimizing progress towards achievement of proficiency standards and competencies

3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes

4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to colleges and universities, standardized admissions tests, and financial aid

CSBA NOTE: Pursuant to Education Code 49600, educational counseling must include career and vocational counseling as described in Item #5 below. ~~As amended by AB 2508, Education Code 49600 requires that professional development related to career and vocational counseling include strategies for counseling students pursuing postsecondary education, career technical education, multiple pathways, college, and global career opportunities.~~

5. High-quality career programs at all grade levels in which students are assisted in doing all of the following:

a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition

b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success

c. Developing work self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the effects of work on quality of life

d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options

e. Understanding the value of participating in career technical education pathways, programs, and certifications, including, but not limited to, those related to regional occupational programs and centers, the federal program administered by the ~~United States~~U. S. Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities

f. Understanding the need to develop essential employable skills and work habits

~~CSBA NOTE: Education Code 49600, as amended by AB 2508, adds the following component to educational counseling programs, reflected below.~~

g. Understanding entrance requirements to the U.S. Armed Forces ~~of the United States~~, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test

CSBA NOTE: In addition to the required components listed above, Education Code 49600~~, as amended by AB 2508,~~ includes a list of optional components which a district may, at its discretion, offer as part of the educational counseling program.

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with their peers, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for students who fail to meet graduation requirements to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

CSBA NOTE: Education Code 54680-54685, as added by AB 278 (Ch. 424, Statutes of 2023), establishes the Dream Resource Grant Program with the goal of creating Dream Resource Centers at schools that serve students in grades 9-12. The funds may be used to create a center or to supplement, but not supplant, funding for an existing center. The following paragraph is for districts that receive such grant funding.

To enhance the educational counseling program and assist students in reaching their educational and professional goals, the district shall provide students in grades 9-12 with financial aid support; social services support; state-funded immigration legal services; academic opportunities; and parent/guardian and family workshops. (Education Code 54680, 54683)

CSBA NOTE: ~~As amended by AB 2508,~~ Education Code 49600 ~~also~~ permits districts to offer mental and behavioral health services as provided in the following paragraph. For more information regarding staff development related to the recognition of mental health warning signs, see BP 5141.5 - Mental Health and BP/AR 5141.52 – Suicide Prevention.

As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

CSBA NOTE: Education Code 221.5 prohibits school counselors from offering vocational or school program guidance to a student of one sex that is different from that offered to a student of the opposite sex. ~~In addition~~Additionally, 5 CCR 4930 prohibits discrimination in counseling programs to the same extent that discrimination is prohibited in all other district programs and activities. Prohibited bases for discrimination in district programs are specified in BP 0410 - Nondiscrimination in District Programs and Activities.

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in ~~BP~~law or Board Policy 0410 - Nondiscrimination in District Programs and Activities.

~~In addition~~Additionally, counselors shall affirmatively explore with a student the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students~~.~~, unless such different materials cover the same occupations and interest areas and the use of such materials is essential to the elimination of bias and discrimination. (5 CCR 4931)

CSBA NOTE: 20 USC 7908 requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds, and, pursuant to 10 USC 503, may be subject to specific interventions, such as notification to the Governor and Congress~~,~~ so that public officials can work with the district. Districts that do not receive ESEA funds and that choose to grant access to college and employment recruiters should do so on a nondiscriminatory basis. Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers. For information regarding military recruiter access to student directory information, see BP/AR 5125.1 - Release of Directory Information.

Option 1 below is for use by districts that choose to adopt a policy that permits college and employment recruiters, including military recruiters, access to students. Option 2 is for districts that choose to adopt a policy that does not permit such access.

OPTION 1: (Districts with policy that permits college, employment, and military recruiters access to students)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

OPTION 1 ENDS HERE

OPTION 2: (Districts with policy that prohibits college, employment, and military recruiters access to students)

Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (Education Code 49603; 10 USC 503)

OPTION 2 ENDS HERE

CSBA NOTE: Pursuant to Labor Code 3074.2, ~~as added by AB 643 (Ch. 324, Statutes of 2021),~~ districts are encouraged to provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career and technical education fair events, such as college and career fairs.

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

CSBA NOTE: The remainder of this section applies to all districts, regardless of whether Option 1 or Option 2, above, is chosen.

Labor Code 3074.2~~, as added by AB 643,~~ requires any district planning to hold a college or career fair to identify approved apprenticeship programs in the county and notify such programs that they are hosting a college or career fair. To identify approved programs, the district is required to rely on the ~~Division of Apprenticeship Standards'~~ database of approved apprenticeship programs~~,~~ published by the Division of Apprenticeship Standards ~~located~~ on its ~~internet web site~~website.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time, and location of the college or career fair. (Labor Code 3074.2)

CSBA NOTE: Education Code 52770, as added by AB 1173 (Ch. 23, Statutes of 2023), requires a district that serves students in any of grades 9-12 that is planning to hold a college or career fair to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate.

Districts that do not serve students in grades 9-12 should amend the following paragraph to reflect district practice.

Additionally, the district shall provide the notification to any community college district that has overlapping jurisdiction with the district and an opportunity for the community college district to participate in the college or career fair. (Education Code 52770)

Personal or Mental Health Counseling

CSBA NOTE: The following optional section may be revised to reflect district practice. A school counselor, school psychologist, or school social worker may offer personal or family counseling in accordance with the authorizations on their credentials. ~~In addition~~Additionally, districts may provide mental health services through school-based health centers ~~(see BP 5141.6 - School Health Services)~~ and/or may collaborate with community agencies, organizations, and health care providers to ensure that services are available. For more information regarding school health centers, see BP 5141.6 – School Health Services.

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by their credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

CSBA NOTE: ~~If a minor is 11 years old or younger, consent by a parent/guardian is required before providing the minor with outpatient mental health counseling or treatment services.~~AB 665 (Ch. 338, Statutes of 2023) repealed and added Family Code ~~6920-6929 and~~ 6924 to make it consistent with Health and Safety Code 124260 ~~allow~~which allows a minor age 12 or older to consent to outpatient mental health counseling or treatment services without parent/guardian consent if, in the opinion of a school psychologist or other professional person, as defined, the minor is mature enough to participate intelligently in the services~~.~~, without having to establish that the minor would present a danger of serious physical or mental harm to themself or others without the mental counseling or treatment services or that the minor is an alleged victim of incest or child abuse. However, pursuant to Family Code 6924, as added by AB 665, the child's parent/guardian must still be involved unless the professional person determines, after consulting with the minor, that it would be inappropriate.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code ~~6920-6929~~6924, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by the student's parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever ~~unsure of~~there is uncertainty regarding how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the ~~comprehensive school safety plan,~~ emergency and disaster preparedness plan~~,~~ and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

~~In addition~~Additionally, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Teacher-Based Advisory Program

CSBA NOTE: The following optional section is for use by districts that choose to provide a teacher-based advisory program as authorized by Education Code 49600. The following section may be revised to reflect district practice, including the grade levels at which the program will operate. It should be deleted by districts in which all student counseling is provided by credentialed school counselors.

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to law and this Board policy ~~and law~~, including requirements pertaining to student confidentiality and nondiscrimination.

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State	Description
5 CCR 4930-4931	Counseling
5 CCR 80049-80049.1	Pupil Personnel Services credential
5 CCR 80632-80632.5	Preparation programs for Pupil Personnel Services
Ed. Code 221.5	Equal opportunity
Ed. Code 44266	Pupil Personnel Services credential
Ed. Code 48431	Establishing and maintaining high school guidance and placement program
Ed. Code 49600-49604	Educational counseling
Ed. Code 51250-51251	Assistance to military dependents
Ed. Code 51513	Personal beliefs
Ed. Code 52770	College and career fairs; community college districts
Ed. Code 54680-54685	Dream Resource Center Grant Program
Fam. Code 6920-6930	Consent by minor for medical treatment
Gov. Code 7927.700	Exemption for personnel records if invasion of personal privacy
H&S Code 124260	Mental health services; consent by minors age 12 and older
Lab. Code 3074.2	College and career fairs; notice to apprenticeship programs
Pen. Code 11166-11170	Reporting known or suspected cases of child abuse
W&I Code 5850-5883	Mental Health Services Act

Federal	Description
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	Description
California Department of Education Publication	California Results-Based School Counseling and Student Support Guidelines, 2007
U.S. Department of Education Publication	Protecting Student Privacy: Frequently Asked Questions (https://studentprivacy.ed.gov/frequently-asked-questions)
Website	California Division of Apprenticeship Standards

Website	CSBA District and County Office of Education Legal Services
Website	California Association of School Counselors
Website	American School Counselor Association
Website	U.S. Department of Education, access to military recruiters
Website	Commission on Teacher Credentialing
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1313	Civility
1400	Relations Between Other Governmental Agencies And The Schools
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.2	Bomb Threats
4112.2	Certification
4112.2	Certification

4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4219.23	Unauthorized Release Of Confidential/Privileged Information
4319.23	Unauthorized Release Of Confidential/Privileged Information
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131	Conduct
5131.2	Bullying
5131.2	Bullying
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5136	Gangs
5136	Gangs
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting

5141.5	Mental Health
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5144	Discipline
5144	Discipline
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.9	Hate-Motivated Behavior
5147	Dropout Prevention
6120	Response To Instruction And Intervention
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses Of Study
6143	Courses Of Study
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program

6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.4	Education For American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6178.2	Regional Occupational Center/Program
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School
6200	Adult Education
6200	Adult Education

Policy 6177: Summer Learning Programs

Status: ADOPTED

Original Adopted Date: 04/01/2013 | **Last Revised Date:** 06/01/2024 | **Last Reviewed Date:** 06/01/2024

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills, make academic progress, and focus on developing social, emotional, and physical needs and interests through hands-on engaging learning experiences.

Summer programs offered by the district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

Summer School

The Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

The district shall provide students with supplemental instruction and support in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate.

As appropriate, priority for enrollment in summer school programs shall be given to district students who:

1. Need course credits in order to graduate from high school before the beginning of the next school year

2. Have been retained or are at risk of being retained at their grade level

3. Demonstrate academic deficiencies in core curriculum areas

4. Are in student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program

5. Are foster youth and/or are students experiencing homelessness

   If during an intersession period the student will be moving, the student's educational rights holder or, in the case of an American Indian child, Indian custodian, shall determine which school the student attends for the intersession period, if applicable. (Education Code 48850, 48853.5)

6. Are transitional kindergarten or kindergarten children, or in any of grades 1-6 and are required to be offered or provided access to Expanded Learning Opportunities (ELO) Programs pursuant to Education Code 46120 and BP/AR 5184.2 - Before/After School Programs

The remaining openings shall be offered to other district students on a first-come first-served basis.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

The district shall provide any student who attends a school that is not operating an ELO program transportation to attend at a location that is providing an ELO program and to return to the original location or another location that is established by the district. (Education Code 46120)

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, the Superintendent or designee may report on the extent to which students successfully achieved the outcomes established for the program.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations

2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and

activity

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component

4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

5. Assigning summer vacation homework in core curricular subject(s) for extra credit

6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subject

7. Arranging opportunities for community service

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

State	Description
5 CCR 11470-11472	Summer school
5 CCR 3043	Extended school year; special education students
Ed. Code 37252-37254.1	Supplemental instruction
Ed. Code 39837	Transportation to summer employment program
Ed. Code 41422	Conditions Disqualifying School Districts from Apportionments
Ed. Code 41505-41508	Pupil Retention Block Grant
Ed. Code 41976.5	Summer school programs; substantially disabled persons or graduating high school seniors
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 43520-43525	In-Person Instruction and Expanded Learning Opportunities Grants
Ed. Code 46120	Expanded Learning Opportunities Program
Ed. Code 48070-48070.5	Promotion and retention
Ed. Code 48850-48859	Students in foster care and students experiencing homelessness
Ed. Code 51210	Course of study for grades 1-6

Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51730-51732	Powers of governing boards (authorization for elementary summer school classes); admissions of adults and minors
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 54444.3	Summer program for migrant students
Ed. Code 56345	Individualized education program contents
Ed. Code 58700-58702	Credit towards summer school apportionments for tutoring and homework assistance
Ed. Code 58806	Summer school apportionments
Ed. Code 8482-8484.6	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers

Federal	**Description**
20 USC 6311-6322	Improving basic programs for disadvantaged students
20 USC 7171-7176	21st Century Community Learning Centers

Management Resources	**Description**
CSBA Publication	Supporting the Summer Learning Strategy to Boost Student Achievement, Fact Sheet, December 2015
CSBA Publication	Summer and STEAM Make an Ideal Match, Governance Brief, November 2016
CSBA Publication	Summer Learning: As Easy as 1, 2, 3, January 2016
CSBA Publication	Putting STEAM into Your District's Summer: A Guide to Regional Partners and Resources in California, February 2018
CSBA Publication	Putting STEAM into Your District's Summer: A Planning Guide for School District Governance Teams, January 2018
CSBA Publication	School's Out, Now What? How Summer Programs Are Improving Student Learning and Wellness, Policy Brief, April 2013
National Summer Learning Association Publication	Every Summer Counts: A Longitudinal Analysis of Outcomes from the National Summer Learning Project, December 2020

National Summer Learning Association Publication	2021 California Summer Learning Guide: Investing in Resilience and Relationships, March 2021
Partnership for Children & Youth Publication	Summer 2022: How California schools are making the most of new increased state investments, January 2023
Rand Corporation Publication	Making Summer Count: How Summer Programs Can Boost Children's Learning, 2011
Website	CSBA District and County Office of Education Legal Services
Website	National Summer Learning Association
Website	RAND Corporation
Website	Summer Matters
Website	Partnership for Children and Youth
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
0200	Goals For The School District
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1330.1	Joint Use Agreements
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
5030	Student Wellness
5113	Absences And Excuses

5113	Absences And Excuses
5113.2	Work Permits
5113.2	Work Permits
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5141.6	School Health Services
5141.6	School Health Services
5147	Dropout Prevention
5148.2	Before/After School Programs
5148.2	Before/After School Programs
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6142.4	Service Learning/Community Service Classes
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.91	Reading/Language Arts Instruction
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6154	Homework/Makeup Work
6159	Individualized Education Program
6159	Individualized Education Program
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children

6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.4	Education For American Indian Students
6175	Migrant Education Program
6175	Migrant Education Program
6176	Weekend/Saturday Classes
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6179	Supplemental Instruction

Policy 7214: General Obligation Bonds **Status:** ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** ~~05~~06/01/~~2017~~2024 | **Last Reviewed Date:** ~~05~~06/01/~~2017~~2024

CSBA NOTE: ~~Article 16, Section 18 of~~The following optional policy may be revised to reflect district practice. Pursuant to the California Constitution ~~permits~~, Article 16, Section 18, a school ~~districts to~~district may issue bonds for the construction of school facilities with either a 66.67 percent or 55 percent approval by local voters. To qualify for the lower 55 percent ~~(~~threshold pursuant to Proposition 39~~)~~ ~~threshold~~, districts ~~must use the bond funds for certain purposes and fulfill~~are required to comply with additional accountability requirements~~,~~ as required by law and as specified in this Board policy and accompanying administrative regulation.

Education Code 15100 sets forth conditions under which the Governing Board may call for a bond election. Pursuant to Education Code 15266, these conditions must be satisfied if the Board is seeking either the 66.67 percent or 55 percent approval threshold.

In 88 Ops.Cal.Atty.Gen. 46 (2005), the Attorney General opined that a school district may use district funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's level of support ~~and opposition~~, but not to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054. However, in 99 Ops.Cal.Atty.Gen. 18 (2016), the Attorney General, while reaffirming the 2005 opinion, clarified that costs incurred from hiring consultants for pre-election services could not be paid from bond proceeds. For further discussion regarding use of district funds for political purposes, see BP 1160 - Political Processes. Districts with questions about use of bond proceeds should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

Additional information about debt financing for districts may be found in the California Debt and Investment Advisory's (CDIAC) publication, "California Debt Financing Guide."

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. The Board may direct the Superintendent to explore the possibility of a bond measure, which may include, but is not limited to, conducting community focus groups, surveys, and Board presentations. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

CSBA NOTE: Pursuant to Government Code 8855, ~~as amended by SB 1029 (Ch. 307, Statutes of 2016),~~ the Board is required to adopt a debt management policy prior to issuing any debt, including a general obligation bond. For sample policy language fulfilling this mandate, see BP 3470 - Debt Issuance and Management.

For bonds requiring a 55 percent majority, Education Code 15268 and 15270 set limits as to the maximum amount of the bond and the tax rate that may be levied as a result of the bond. Limitations for bonds requiring a 66.67 percent majority are detailed in Education Code 15102-15109.

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

CSBA NOTE: Pursuant to Education Code 15100, ~~as amended by AB 2116 (Ch. 129, Statutes of 2016),~~ the following requirement applies to bond elections ordered by the Board regardless of whether the Board is seeking the 66.67 percent or 55 percent approval threshold.

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot materials for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

CSBA NOTE: Pursuant to Education Code 15266, upon adoption of the resolution specified below, the district must comply with the accountability provisions required for the 55 percent threshold, even if the bond ultimately passes by a 66.67 percent majority of the voters.

The Board ~~may decide to pursue the authorization and issuance of bonds~~, by ~~approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If~~ a two-thirds ~~of the Board agrees to such an election, the Board shall~~ vote ~~to~~ and subject to Education Code 15100, may adopt a resolution to incur bonded indebtedness ~~if approved by a 55 percent majority of the voters~~and order an election. Pursuant to the California Constitution, Article 13A, Section 1(b)(3) and Article 16, Section 18(b), a bond election authorized pursuant to Education Code 15266 requires the approval of at least a 55 percent majority of the voters voting in the election. (Education Code 15266)

CSBA NOTE: Education Code 15266 requires bond elections to be held only during a regularly scheduled local election at which all of the electors (voters) in the district are entitled to vote. Therefore, those school districts whose boundaries encompass more than one city or county or whose board members are elected by trustee area must ensure that the bond election is on a ballot in which all of the electors in the district are entitled to vote, such as a statewide primary, general, or special election.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district pursuant to Education Code 15266 shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities

2. The acquisition or lease of real property for school facilities

3. The refunding of any outstanding debt issuance used for the purposes specified in ~~items~~Items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds will be used only for the purposes specified in ~~items~~Items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses

CSBA NOTE: In *Taxpayers for Accountable School Bond Spending v. San Diego Unified School District*, the court held that new stadium lighting was not specifically authorized by the school bond when the bond language did not include construction of stadium lighting even though the full text of the measure authorized projects to "renovate/replace stadium bleachers" and to "upgrade fields, track, and courts for accessibility compliance" including "other costs incidental to and necessary for completion of the listed projects including ... field lighting." Since bond proceeds may only be spent on school facilities projects listed in the bond project list, aspects of a project other than those that are incidental to and necessary for its completion should be explicitly authorized. Districts with questions about project list language should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

CSBA NOTE: The question of whether ~~or not~~ bond proceeds may be used to pay the costs of the audits required pursuant to ~~items~~Items #3-4 below should be referred to ~~the district's~~CSBA's District and County Office of Education Legal Services or district legal counsel. However, ~~an~~the Attorney General ~~opinion (~~opined in 87 Ops.Cal.Atty.Gen. 157 (2004)~~) supports~~) that the use of bond proceeds may be used to pay the salaries of district employees to the extent they perform administrative oversight work on bond projects. According to the opinion, because these audits are expressly required by Proposition 39 and are directly related to the bond projects rather than routine school operations, these project administration costs may be considered as within the purposes specified in California Constitution Article 13A, Section 1(b)(3)(A) and therefore are an appropriate expenditure of bond proceeds.

The performance audit described in ~~item~~Item #3 may include an evaluation of the planning, financing, and implementation of the overall facilities program.

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

CSBA NOTE: If the district has a general obligation bond approved according to the 55 percent threshold provisions, Education Code 15278 requires that the Board appoint a citizens' oversight committee. See the accompanying administrative regulation for requirements related to the composition and duties of the committee.

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to ~~items~~Items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to ~~him/her~~the Superintendent or designee and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and California Constitution, Article 13A, Section 1(b)(2) ~~of the California Constitution.~~). If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

CSBA NOTE: Pursuant to Education Code 15101, an election for a bond measure that requires 66.67 percent approval may be held only on specified days. Districts using this option should coordinate efforts with their local elections officials to ensure compliance with law.

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

CSBA NOTE: Items #1-10 below reflect the purposes for which funds generated from a general obligation bond authorized with 66.67 percent voter approval may be used, pursuant to Education Code 15100. Some of these purposes may be inconsistent with Article 13A, Section 1 of the California Constitution, which permits a district to raise funds in this manner only for the acquisition or improvement of real property. Districts should consult with CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether to order a bond election for any of the purposes specified in Education Code 15100. ~~The district may revise the following list to reflect the specific purposes authorized by the Board.~~

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots

2. Building or purchasing school buildings

3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs

4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity

5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature

6. Permanently improving school grounds

7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans

8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577

9. Purchasing school buses with a useful life of at least 20 years

10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board entered into the minutes. (Education Code 15100)

CSBA NOTE: The following paragraph is optional. Although Education Code 15278 requires that the Board appoint a citizens' oversight committee if the district has a general obligation bond approved according to the ~~55percent~~55 percent threshold provisions, districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee. However, such districts may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

CSBA NOTE: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Elections Code 15372, following a bond election, the county elections official must submit a certificate of the election results to the Board, which then must provide certification to the County Board of Supervisors, as specified below.

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board

shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

CSBA NOTE: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Education Code 15140, bonds may be offered for sale by either the County Board of Supervisors or the County Superintendent of Schools. However, the County Board of Supervisors may adopt a resolution authorizing a district to sell bonds on its own behalf when the district has not received a qualified or negative certification in its most recent interim financial report; see BP/AR 3460 - Financial Reports and Accountability.

In addition to districts' authority to issue bonds pursuant to Education Code 15100-15254, Government Code 53506-53509.5 provide an alternative method. However, any district that intends to issue bonds using this alternative method is subject to stricter requirements pursuant to Government Code 53508.5.

Pursuant to Education Code 15100.3 and 15267, two or more small school districts with average daily attendance of 2,500 or less that have voter-approved authority to issue bonds, may form a joint powers authority, in accordance with Government Code 6500 - 6539.9, for the purpose of issuing or selling bonds for raising money for the purposes authorized.

Districts using ~~the~~these alternative ~~method~~methods may need to further modify this policy and accompanying administrative regulation and should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

Regardless of the method used to issue bonds, pursuant to Education Code 15144.1 and 15144.2, the district's total debt service to principal ratio must not exceed four to one and, if the bond allows for the compounding of interest, such as a capital appreciation bond (CAB), and matures more than 10 years after its issuance date, the bond must be redeemable by the district no later than 10 years from issuance. Pursuant to Government Code 53508.6, a current interest bond (CIB) may have a maturity of up to 40 years provided that the district complies with the disclosure requirements specified in Education Code 15146 and makes a finding that the useful life of the facility to be financed with the bonds is at least equal to the maturity date of the bonds.

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

CSBA NOTE: To ensure prudence in the expenditure of district resources, the Board should carefully consider all available funding instruments, such as CIBs, CABs, and convertible capital appreciation bonds, the manner in which the bonds will be sold, and other related issues as specified in Education Code 15146. Districts considering the method of bond sale and kinds of bonds to sell are encouraged to review CSBA's Governance Brief , "Bond Sales - Questions and Considerations for Districts," and establish a bond financing team including a municipal advisor and bond counsel.

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: (Education Code 15146~~; Government Code 53508.9~~)

1. Express approval of the method of sale ~~(i.e.,~~, such as competitive~~,~~ or negotiated~~, or hybrid)~~ sales

2. Statement of the reasons for the method of sale selected

3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected

4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include ~~items~~Items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest

2. A comparison to the overall cost of current interest bonds

3. The reason bonds that allow for the compounding of interest are being recommended

4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

CSBA NOTE: Government Code 8855 requires that the district report any proposed issuance of debt to ~~the California Debt and Investment Advisory Commission (~~CDIAC~~)~~ at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. ~~As amended by SB 1029 (Ch. 307, Statutes of 2016),~~ Government Code 8855 requires that the report include a certification that the district has adopted a debt management policy and that the issuance is consistent with that policy. Pursuant to Government Code 8855, the district must also

annually submit, on or before January 31, a report to the CDIAC regarding all outstanding debt and the use of the proceeds of the issued debt. See BP 3470 - Debt Issuance and Management.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

CSBA NOTE: Pursuant to Education Code 15150, the district is authorized to issue a bond anticipation note when the Board determines by resolution that it is in the best interest of the district to finance a facilities project on an interim basis in anticipation of the sale of bonds that has been approved by voters. The note may only be issued in accordance with law and subject to terms and conditions prescribed by the Board.

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

CSBA NOTE: Education Code 15150 clarifies that interest on a bond anticipation note may be paid at maturity from the proceeds of the sale of the bond in anticipation of which it was issued or paid periodically from a property tax levied for that purpose if certain conditions are satisfied.

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose~~.~~

2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds~~.~~

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

CSBA NOTE: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. ~~As amended by AB 2738 (Ch. 472, Statutes of 2016),~~ Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

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

State	Description
CA Constitution Article 13A, Section 1	Tax limitation
CA Constitution Article 16, Section 18	Debt limit
Ed. Code 15100-15254	Bonds for school districts and community college districts
Ed. Code 15264-15288	Strict Accountability in ~~local school construction~~Local School Construction Bonds Act of 2000
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Elec. Code 53580-53595.5	Bonds
Elec. Code 54952	Definition of legislative body; Brown Act
Elec. Code 9160-9170	Ballot label; support and opposition listings
Elec. Code 9400-9405	Bond issues
Gov. Code 6500-6539.9	Joint powers agreements
Gov. Code 8855	California Debt and Investment Advisory Commission

Federal	Description
17 CFR 240.10b-5	Prohibition against fraud or deceit
17 CFR 240.15c2-12	Municipal securities disclosure

Management Resources	Description
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 157 (2004)
Attorney General Opinion	88 Ops.Cal.Atty.Gen. 46 (2005)
Attorney General Opinion	99 Ops.Cal.Atty.Gen. 18 (2016)
Court Decision	Taxpayers for Accountable School Bond Spending v. San Diego Unified School District (2013) 215 Cal.App.4th 1013
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California Debt and Investment Advisory Commission Publication	California Debt Financing Guide, rev. March 2022 (https://www.treasurer.ca.gov/cdiac/debtpubs/financing-guide.pdf)
Gov. Finance Officers Association Publication	Selecting and Managing the Method of Sale of Bonds, Best Practice, March 2021 (https://www.gfoa.org/materials/selecting-and-managing-the-method-of-sale-of-bonds)
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7110	Facilities Master Plan
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7213	School Facilities Improvement Districts
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
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9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board
9324	Minutes And Recordings

Regulation 7214: General Obligation Bonds **Status:** ADOPTED

Original Adopted Date: 03/01/2012 | **Last Revised Date:** ~~12~~06/01/~~2013~~2024 | **Last Reviewed Date:** ~~12~~06/01/~~2013~~2024

Election Notice

CSBA NOTE: Notice and ballot requirements for bond elections are specified in Education Code 15120-15126. Additional requirements for bond measures with a 55 percent (Proposition 39) threshold are contained in Education Code 15272. Due to the complexity of bond elections, districts are advised to consult with CSBA District and County Office of Education Legal Services or district legal counsel.

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable~~.~~, and the section "Ballot Materials" below.

CSBA NOTE: Since certain election officials may require delivery of the bond measure more than 88 days prior to the date of the election, districts should check with their county election officials for when the documents specified below should be delivered to the officer conducting the election.

At least 88 days prior to the date of the election, the Superintendent or designee shall deliver to the officer conducting the election the resolution calling the election, including the date and purpose of the election, the authority for ordering the election and the specification of the election order, the signature of the officer or the clerk of the Board authorized to make such designations, and all other applicable ballot materials. (Education Code 5322)

Ballot Materials

The ballot question to appear on the ballot shall not exceed 75 words and shall appear in the form specified in Elections Code 13119. (Education Code 5322)

The Superintendent or designee shall ensure that the ballot materials comply with applicable laws including a brief statement of the measure setting forth the amount of the bonds to be voted upon, the maximum rate of interest, and the purposes for which the proceeds of the sale of the bonds are to be used. (Education Code 15122)

In addition to the 75 word ballot question, a separate statement shall be included with the sample ballot, which includes the best estimate from official sources of all of the following: (Elections Code 9401)

CSBA NOTE: Pursuant to Elections Code 9401, as amended by SB 798 (Ch. 720, Statutes of 2023), "tax rate" means tax rate per $100,000 of assessed valuation on all property to be taxed to fund a bond issue.

1. The average annual tax rate that would be required to be levied to fund the bond issue over the entire duration of the bond debt service, based on assessed valuations available at the time of the election or a projection based on experience within the same jurisdiction or other demonstrable factors

The estimate shall also identify the final fiscal year in which the tax is anticipated to be collected.

2. The highest tax rate that would be required to be levied to fund the bond issue, and an estimate of the year in which that rate will apply, based on assessed valuations available at the time of the election or a projection based on experience within the same jurisdiction or other demonstrable factors

3. The total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold

The estimate may include information about the assumptions used to determine the estimate.

For bond measures requiring 55 percent majority of the voters, the Superintendent or designee shall ensure that the text of the ballot measure includes a statement that the Board will appoint a citizens' oversight committee and that annual independent audits will be conducted to assure that funds are spent only on school and classroom improvements and for no other purposes. (Education Code 15272)

For bond funded projects that require state matching funds, the Superintendent or designee shall ensure the sample ballot contains a statement advising the voters that the project is subject to the approval of state matching funds and, therefore, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

CSBA NOTE: Elections Code 9170 requires the ballot label or similar description of a school district measure on a county ballot to list, either as a supporter or an opponent of the measure, the associations, nonprofit organizations, businesses, or individuals, including current or former elected officials such as board members, who have signed the ballot argument or are listed in the text of the argument for or against the measure, unless the county board of supervisors elects not to list such supporters and opponents. For more information see BP 1160 – Political Processes.

Arguments in support or in opposition of the bond measure shall be submitted in accordance with Elections Code 9160-9170.

Citizens' Oversight Committee

CSBA NOTE: The following optional section is for use by districts that have appointed an independent citizens' oversight committee, as required by Education Code 15278 for districts that have had a general obligation bond approved under the 55 percent threshold. The section may also be adapted for use by districts that have had approval of a bond with 66.67 percent majority vote that choose to appoint an oversight committee at their discretion; see the accompanying Board policy.

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (to the California Constitution, Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district

2. One member active in a senior ~~citizens~~citizens' organization

3. One member active in a bona fide taxpayers' organization

4. One member who is a parent/guardian of a district student

5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee may serve for no more than three consecutive terms of two years each. They shall serve without compensation. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in California Constitution, Article 13A, Section 1(b)(3~~)~~ ~~of the California Constitution~~), including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities

2. Ensuring that, as prohibited by California Constitution, Article 13A, Section 1(b)(3)(A~~)~~ ~~of the California Constitution,~~), no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by California Constitution, Article 13A, Section 1(b)(3)(C) and (D) ~~of the California Constitution~~

2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of California Constitution, Article 13(A), Section 1(b)(3) ~~of the California Constitution~~

3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district

4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:

    a. Mechanisms designed to reduce the costs of professional fees

    b. Mechanisms designed to reduce the costs of site preparation

    c. Recommendations regarding the joint use of core facilities

    d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design

    e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. The district shall also provide the citizens' oversight committee with responses to any and all findings, recommendations, and concerns addressed in the annual independent financial and performance audits within three months of receiving the audits. (Education Code 15280)

CSBA NOTE: Pursuant to Government Code 54952, the Brown Act open meeting laws ~~(the Brown Act)~~ apply to any commission, committee, board, or other body created by formal action of the Governing Board, regardless of whether that body is permanent or temporary, decision-making or advisory.

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's ~~web site~~website. (Education Code 15280)

Reports

CSBA NOTE: The following section applies to all bond elections.

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved

2. The percentage of registered electors who voted at the election

3. The results of the election, with the percentage of votes cast for and against the proposition

By each January 31 following a bond issuance, the district shall submit an annual report to the California Debt Investment and Advisory Commission in accordance with Government Code 8855 and as specified in BP 3470 - Debt Issuance and Management.

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Elec. Code 54952	Definition of legislative body; Brown Act
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Gov. Code 6500-6539.9	Joint powers agreements
Gov. Code 8855	California Debt and Investment Advisory Commission
Federal	**Description**
17 CFR 240.10b-5	Prohibition against fraud or deceit
17 CFR 240.15c2-12	Municipal securities disclosure
Management Resources	**Description**
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Attorney General Opinion	88 Ops.Cal.Atty.Gen. 46 (2005)
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Gov. Finance Officers Association Publication	Selecting and Managing the Method of Sale of Bonds, Best Practice, March 2021 (https://www.gfoa.org/materials/selecting-and-managing-the-method-of-sale-of-bonds)
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Bylaw 9220: Governing Board Elections

Status: ADOPTED

Original Adopted Date: 06/01/2006 | **Last Revised Date:** ~~12~~06/01/~~2022~~2024 | **Last Reviewed Date:** ~~12~~06/01/~~2022~~2024

~~CSBA NOTE: The following bylaw is optional.~~ CSBA NOTE: The following bylaw is **optional** and should be revised to reflect district practice. While many district elections are governed by state law, some district elections are governed by the applicable city or county charter, or both. This bylaw is written based on state law but should be modified to the extent a city or county charter applies.

The filling of elective offices involves serious issues of constitutional and statutory concerns. Any district with questions related to local elections should consult ~~CSBA~~CSBA's District and County Office of Education Legal Services or district legal counsel.

Board Member Qualifications

CSBA NOTE: Education Code 35107 ~~and Elections Code 20 detail~~details eligibility for Governing Board membership as specified below~~. In 81 Ops.Cal.Atty.Gen. 98 (1998),~~, including the ~~Attorney General opined that the residency~~ requirement ~~in Education Code 35107 is a continuing requirement for holding the office during the entire term of the Board member.~~

~~A person who is not~~to be registered to vote ~~is ineligible to hold public office.~~. Elections Code 2201 lists the causes for cancelling an individual's voter registration ~~and making that person ineligible to hold public office~~, including, but not limited to, legally established mental incompetency, proof that the person is presently imprisoned or on parole for conviction of a felony, or official notification that the voter is registered to vote in another country or state.

Additionally, pursuant to certain provisions of the California Constitution and various state laws, the conviction of certain offenses makes a person ineligible to be a Board member, except when the person has been granted a pardon in accordance with law. For example, Article VII, Section 8 of the California Constitution prohibits anyone from holding public office if convicted of giving or offering a bribe to procure personal election or appointment. See the accompanying exhibit for a non-exhaustive list of such offenses.

Any person is eligible to be a member of the Governing Board, without further qualifications, if the person is: 18 years of age or older~~,~~; a citizen of California~~,~~; a resident of the school district or, if applicable, the trustee area~~,~~; a registered voter~~,~~; and not legally disqualified from holding civil office. ~~Any~~ (Education Code 35107)

A person ~~who has~~is not eligible to be a member of the Board if they have been convicted of ~~a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California~~ an offense(s) as

specified in law ~~or~~and the ~~law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member~~accompanying Exhibit, except when the person has been granted a pardon in accordance with law. ~~(Education Code 35107; Elections~~A district employee duly elected to the Board shall resign from district employment, or shall otherwise cease being a district employee, before being sworn in. If a district employee duly elected to the Board is sworn in and remains a district employee, then the employment shall automatically terminate upon being sworn into office. (Education Code ~~20~~35107)

~~CSBA NOTE: Pursuant to Education Code 35107, a district employee elected to serve on the district Board must resign from the employment before being sworn into office as a Board member.~~

~~Pursuant to Education Code 1006, employees of a school district are eligible to run for the county board of education seat as long as their school district employer is not within the jurisdiction of the county board.~~CSBA NOTE: See CSBA's website for information about governing board services that may be shared with candidates.

~~A district employee elected to the Board shall resign from district employment before being sworn in or shall have the employment automatically terminated upon being sworn into office. (Education Code 35107)~~

~~CSBA NOTE: The following paragraph is optional. See CSBA's web site for information about school board service that may be shared with candidates.~~

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide ~~all candidates~~a Board candidate, upon request by the candidate, with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. ~~The~~Additionally, the Superintendent or designee shall provide ~~all candidates with~~a Board candidate, upon request by the candidate, the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

Recalling a Board Member

~~CSBA NOTE: The following section is optional. Government Code 1770 lists events that may create a vacancy in an elective office, including removal from office, while Elections Code 11000 provides for recall as the means for effecting such removal of a Board member. Pursuant to Elections Code 11006, recall proceedings may be initiated by the service, filing, and publication or posting of a notice of intention to circulate a recall petition by proponents who must be registered voters of the board member's electoral jurisdiction. Elections Code 11020, as amended by AB 2584 (Ch. 792, Statutes of 2022), specifies the number of proponents that must be listed on the notice, depending on the number of registered voters in the electoral jurisdiction involved.~~

A Board member may be recalled as permitted by Elections Code 11000~~. Proponents of a recall are required to~~-11386. To commence a recall of a Board member, proponents shall serve, file, and publish or post a notice of intention to circulate the recall petition as specified by law and ~~to comply~~

~~with other~~any applicable ~~law and formalities and~~ county elections official directives. ~~The~~Additionally, the recall petition~~, pursuant to Elections Code 11041, is required to~~ shall be in the format provided by the Secretary of State and ~~to~~ include, among other things, an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the district.

CSBA NOTE: Pursuant to Elections Code ~~11242, as amended by AB 2584 (Ch. 792, Statutes of 2022),~~11240, within 14 days after the regular Board ~~orders an election,~~meeting at which the Board received a certificate of sufficiency to recall a Board member, the Board is required to order a recall election and set a date for the recall election ~~must be held within the period specified~~ in ~~the following paragraph, unless an extension beyond~~accordance with law. Pursuant to Elections Code 11241, if the ~~specified period is necessary in order to consolidate~~Board fails to do so, the elections official of the county is required to set the date for the recall election ~~with a regularly scheduled election.~~within five days after the expiration of the 14-day window.

Within 14 days after the regular meeting at which the Board receives a certificate of sufficiency of signatures on a recall petition from ~~the~~a county elections official, the Board shall order an election to be held to determine whether the Board member named in the petition shall be recalled. The election shall be held not less than 88, nor more than 125, days after the date that the Board orders the election. However, the election may be conducted within 180 days after the issuance of the Board's order to consolidate the election with a regularly scheduled election. (Elections Code 11240-11242)

~~Recall elections~~ A recall election of a Board member shall be conducted in accordance with Elections Code 11381-11386.

If a recall of a Board member is successful, that Board member's seat becomes vacant and shall be filled in accordance with Education Code 5090-95 and Board Bylaw 9223 - Filling Vacancies.

Consolidation of Elections

CSBA NOTE: The following optional section is for districts that currently hold their Board elections at a time that is not concurrent with municipal or statewide elections.

In general, Education Code 5000 and Elections Code 1302 require the regular election of Board members to be held on the first Tuesday after the first Monday in November of each odd-numbered year. However, in accordance with Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their Board elections with the local municipal or state primary or general election by adopting a Board resolution and submitting it to the County Board of Supervisors for approval. ~~Within 30 days following approval by the County Board of Supervisors, the elections official will notify all registered voters in the district of the change of election date.~~Most districts choose to consolidate their Board elections with the local municipal or state primary or general election.

Pursuant to Elections Code 14051-14052, districts are required to hold elections concurrent with

statewide elections if holding nonconcurrent elections has previously resulted in a "significant decrease" in voter turnout, as defined. Districts consolidating their elections due to low voter turnout should follow the procedures specified in Elections Code 1302, including the adoption of a Board resolution. For further analysis, see CSBA's, "Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections."

~~To reduce costs associated with conducting elections, the~~The Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

~~CSBA NOTE: Pursuant to Elections Code 14051-14052, districts are required to hold elections concurrent with statewide elections if holding nonconcurrent elections has previously resulted in a "significant decrease" in voter turnout. Pursuant to Elections Code 14051, a significant decrease has occurred when voter turnout for a regularly scheduled election held on a nonconcurrent date is at least 25 percent less than the average local turnout for the previous four statewide general elections. For further analysis, see CSBA's, "Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections."~~

~~Districts consolidating their elections due to low voter turnout should follow the procedures specified in Elections Code 1302, including the adoption of a Board resolution.~~

~~In addition~~ Additionally, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections~~.~~ ~~(~~ in accordance with Elections Code 14051~~,~~ -14052~~)~~.

In order to consolidate elections ~~based on either circumstance described above~~, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Elections Process and Procedures

~~CSBA NOTE: Any district that selects Option 2 or 3 should ensure that its decision is consistent with Elections Code 14025-14032 (the California Voting Rights Act (CVRA)), which prohibits the use of the "at-large" voting method for elections within jurisdictions with a history of "racially polarized voting" (i.e., difference between voters of a protected class and voters in the rest of the jurisdiction in the choice of candidates preferred).~~CSBA NOTE: Pursuant to Election Code 15400, after each election, the Board is required to declare who has been elected to the Board.

For each election, upon certification by the County Board of Supervisors, the Board shall declare who has been elected to the Board in accordance with law. (Election Code 15400)

A Board member whose term has expired shall continue to discharge the duties of the office until a

successor has qualified by taking the oath of office. (Government Code 1302, 1360)

CSBA NOTE: Any district with questions regarding the election process and procedures, particularly the California Voting Rights Act (Elections Code 14025-14032) should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

OPTION 1: (Election by trustee area)

~~The district is divided into trustee areas and each~~ Each Board member shall reside in the trustee area they represent and shall be ~~represented by a Board member who resides in and is~~ elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

~~Prior to March 1 following the year in which the results of~~

CSBA NOTE: Elections Code 21100-21180, as added by AB 764 (Ch. 343, Statutes of 2023), create the Fair And Inclusive Redistricting for Municipalities And Political Subdivisions (FAIR MAPS) Act of 2023 which establishes a comprehensive set of rules that local governments must follow during the redistricting process.

Following each decennial federal census ~~are released,~~ the Board shall adjust the boundaries of the district's trustee areas ~~based on population figures as validated by the Population Research Unit of the Department of Finance~~in accordance with Elections Code 21100-21180. (Education Code 5019.5)

OPTION 1 ENDS HERE

CSBA NOTE: Any district that selects Option 2 or 3 should ensure that its decision is consistent with Elections Code 14025-14032 (the California Voting Rights Act (CVRA)) which prohibits the use of the ~~"~~"at-large~~"~~" voting method for elections within jurisdictions with a history of ~~"~~"racially polarized voting~~"~~" (i.e., difference between voters of a protected class and voters in the rest of the jurisdiction in the choice of candidates preferred).

OPTION 2: (Election using ~~"~~"at-large~~"~~" voting method)

Board members may reside anywhere within the ~~district's~~district's boundaries and shall be elected by all voters in the district.

OPTION 2 ENDS HERE

CSBA NOTE: In addition to the methods described in Option 1 and Option 2, a district may use a "hybrid" method, which requires each Board member to reside within the trustee area that the Board member represents but be elected by all voters in the district. The extent, if any, to which a district using ~~the "from trustee area/~~this "hybrid~~"~~" method ~~(Option 3)~~ is required to balance its trustee areas by population is unclear~~; see Dusch v. Davis.~~.

OPTION 3: (Election ~~from trustee area/~~using hybrid method)

Each Board member shall reside within the trustee area that the Board member represents but shall be elected by all voters in the district. Trustee areas shall be balanced by population as required by state and federal law.

CSBA NOTE: Elections Code 21100-21180, as added by AB 764, create the FAIR MAPS Act of 2023 which establishes a comprehensive set of rules that local governments must follow during the redistricting process.

Following each decennial federal census the Board shall adjust the boundaries of the district's trustee areas in accordance with Elections Code 21100-21180. (Education Code 5019.5)

~~OPTIONS 3 ENDS HERE~~ OPTIONS 3 ENDS HERE

~~CSBA NOTE: The following paragraph is for districts using Option 2 or 3 and may be revised to reflect district practice. Such districts should periodically monitor the demographics within their geographical boundaries to ensure that no violation of the CVRA occurs. Any district found in violation of the CVRA could be held liable for attorneys' fees and legal costs. Elections Code 10010 requires that a prospective plaintiff send written notice to the district prior to filing a complaint alleging that the method of election violates the CVRA so that the district will have the chance to cure any potential violations before the commencement of litigation. Even if the district cures the alleged violations, it may be required to pay reasonable costs incurred in supporting the written notice.~~

~~To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.~~

CSBA NOTE: The following paragraph may be revised to reflect district practice. Districts using Option 2 or 3 should periodically monitor the demographics within their geographical boundaries to ensure that no violation of the CVRA occurs. Any district found in violation of the CVRA could be held liable for attorneys' fees and legal costs. Elections Code 10010 requires that a prospective plaintiff send written notice to the district prior to filing a complaint alleging that the method of election violates the CVRA so that the district will have the chance to cure any potential violations before the commencement of litigation. Even if the district cures the alleged violations, it may be required to pay reasonable costs incurred in supporting the written notice.~~CSBA NOTE: Converting from an "at-large" (Option 2) to a "by trustee area" (Option 1) voting method involves complex issues of law regarding matters such as the redrawing of maps, required approvals, and transition dates. Elections Code 10010 requires the Board to hold hearings before and after drawing maps of the proposed district boundaries to allow for public input. If Board members will be elected at different times for staggered terms of office, hearings held after publishing the draft map(s) are required to include an opportunity for public input regarding the proposed sequence of elections.~~

~~When~~The Board may review the ~~district's~~district's Board election method to determine whether any modification is ~~to be changed~~necessary.

CSBA NOTE: Converting from an "at-large" (Option 2) to a "by trustee area" (Option 1) voting method involves complex issues of law regarding matters such as the redrawing of maps, required approvals, and transition dates. Elections Code 10010 and 21100-21150 require the Board to follow procedural requirements and hold hearings before and after drawing maps of the proposed district boundaries to allow for public input. If Board members will be elected at different times for staggered terms of office, hearings held after publishing the draft map(s) are required to include an opportunity for public input regarding the proposed sequence of elections.

If the district seeks to change its election method, the Board shall follow procedural requirements and hold public hearings in accordance with Elections Code ~~10100~~10010 and 21100-21150 before adopting a resolution at an open meeting specifying the change~~(s), and shall, in accordance with Education Code 5019,~~ and obtain approval from the county committee on school district organization having jurisdiction over the district in accordance with Education Code 5019.

CSBA NOTE: The remainder of this section is for all districts. The Attorney General opined in 105 Ops.Cal.Atty.Gen. 182 (2022) that when the boundaries of a ~~district's~~district's trustee areas are adjusted or the district changes from ~~"~~"at-large elections~~"~~" to ~~"~~"by-trustee area elections~~,"~~," and a vacancy then arises in a seat held by a Board member whose term of office began prior to the change in boundaries or election method, the vacancy should be filled using the boundaries or election method by which the incumbent Board member was elected. Any district that has already adopted a ~~"~~"by-trustee~~"~~" election method should revise the following paragraph accordingly.

The election method or trustee-area boundaries in effect at the beginning of a Board ~~member's~~member's term shall be used when any vacancy that occurs during that term is to be filled, even if, during the term, the district has adopted ~~"~~"by-trustee area~~"~~" election method or trustee area boundaries have been adjusted.

Campaign Conduct

~~CSBA NOTE: Pursuant to Education Code 5091, as amended by SB 1061 (Ch. 831, Statutes of 2022), any petition for a special election must contain the county elections official's estimate of the cost of conducting the special election, expressed on a per-student basis.~~CSBA NOTE: Education Code 35177 authorizes boards, by resolution, to limit campaign expenditures and/or contributions for candidates in board elections. Based on the First Amendment, however, courts have imposed constraints on limitations on campaign expenditures and/or contributions limits. It is strongly recommended that, before adopting any campaign expenditures and/or contribution limits, the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel, in order to ensure that the district's limits satisfy legal restrictions.

~~Any petition for a special election ordered pursuant to Education Code 5091 shall contain the county election official's estimate of the cost of conducting the special election, expressed on a per-student basis. (Education Code 5091)~~

~~**Campaign Conduct**~~

~~CSBA NOTE: Education Code 35177 has long authorized boards, by resolution, to limit campaign expenditures and/or contributions for candidates in board elections. However, in June 2006, the U.S. Supreme Court held in Randall v. Sorrell that limits on campaign expenditures are unconstitutional and violate a candidate's right to free speech. The court did hold that limits on contributions to candidates could be constitutional if such limits are not overly restrictive, allow candidates to compete in the race, and do not operate to protect incumbents. However, because Education Code 35177 provides no mechanism for the district to enforce any contribution limits set by the Board, such limits would be completely voluntary, and other candidates and/or the Board would have no recourse in the event of noncompliance by a candidate. It is strongly recommended that, before adopting voluntary contribution limits under the authority granted in Education Code 35177, the Board consult CSBA District and County Office of Education Legal Services or district legal counsel, in order to ensure that the district's limits satisfy legal restrictions.~~

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign ~~donations~~contributions, funding, and expenditures.

CSBA NOTE: ~~The following paragraph is optional.~~ Government Code 85300 generally prohibits the expenditure of public funds for the purpose of seeking elective office. However, Government Code 85300 permits a candidate to expend or accept public funds for the purpose of seeking elective office if the Board establishes a dedicated fund for that purpose, provided that both (1) the public funds are available to all qualified, voluntarily participating candidates for the same office without regard to incumbency or political party preference, and (2) the Board has established criteria for determining a ~~candidate's~~candidate's qualifications. For school board elections, candidate qualifications are specified in state law (see section ~~"~~"Board Member Qualifications~~"~~" above), and districts should not establish additional qualification requirements.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

CSBA NOTE: Pursuant to Elections Code 20440, county election officials are required to present each candidate running for public office with a voluntary Code of Fair Campaign Practices for the candidate to sign. ~~The pledge states the candidate's intent to conduct the campaign openly and fairly and provides that the candidate may not use or permit negative prejudice based on another candidate's race, religion, physical or mental disability, sex, gender, gender identity, gender expression, sexual orientation, or any other prohibited category of discrimination listed in Government Code 12940. Although~~However, neither the district nor opposing candidates have authority to enforce the pledge if it is violated~~, a candidate's signature is a matter of public record.~~. The following optional paragraph expresses the ~~Board's~~Board's desire that candidates for Board membership sign and abide by the terms of the pledge.

In order to help protect the ~~public's~~public's trust in the electoral process as well as the ~~public's~~public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or designee shall deliver a notice, bearing the ~~secretary's~~secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term

2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

CSBA NOTE: Pursuant to Elections Code 13307, the candidate statement is limited to 200 words (Option 1 below), unless the Board ~~has authorized an increase~~chooses to authorize a 400-word maximum (Option 2 below).

OPTION 1: (200 Words Limit)

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the ~~voter's~~voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

OPTION 1 ENDS HERE

OPTION 2: (400 Words Limit)

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)

OPTION 2 ENDS HERE

~~CSBA NOTE: The following optional paragraph is for use by any district that authorizes electronic distribution of candidate statements in addition to or instead of the mailed voter's pamphlet.~~CSBA NOTE: Pursuant to Elections Code 13307, a voter may receive by mail a voter's pamphlet that contains candidate statements or, when authorized by the elections official, may opt to obtain the voter's pamphlet and related materials electronically (i.e., from the elections official's web site or via email). ~~If a candidate chooses to submit a statement for electronic distribution only, it will not appear in the mailed voter's pamphlet.~~

When electronic distribution is authorized by the elections official, districts may choose, pursuant to Elections Code 13307, whether to permit Board candidates to prepare a statement for electronic distribution. If a candidate chooses to submit a statement for electronic distribution only, it will not appear in the mailed voter's pamphlet.

The following paragraph, which may be revised to reflect district practice, is for use by any district that authorizes electronic distribution of candidate statements in addition to or instead of the mailed voter's pamphlet.

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

CSBA NOTE: Prior to the beginning of the nominating period, Elections Code 13307 requires the Board to determine whether to have the district assume the costs of producing candidate statements or to charge candidates for the costs, regardless of whether the statements are for hard copy or electronic distribution. In 85 Ops.Cal.Atty.Gen. 49 (2002), the Attorney General opined that Elections Code 13307, which authorizes the district to pay for the distribution of candidate statements for nonpartisan elective offices, does not conflict with Education Code 7054, which prohibits the use of district resources for campaign purposes. ~~According to the Attorney General, distributing campaign statements cannot be considered campaigning for any particular candidate in a partisan manner so as to conflict with the Education Code prohibition.~~

Option 1 below is for districts that assume the costs associated with producing candidate statements, and Option 2 is for districts that charge candidates for the costs. The following options may be revised to reflect the method of distribution (i.e., electronic and/or hard copy) used by the district.

OPTION 1: (Candidate Statement Paid by District)

The district shall pay the cost of printing, handling, translating, mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.

OPTION 1 ENDS HERE

OPTION 2: (Candidate Statement Paid by Candidate)

The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the ~~hard copy and/or electronic~~ voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

OPTION 2 ENDS HERE

Tie Votes in Board Member Elections

CSBA NOTE: Education Code 5016 requires the Board to decide, before conducting any election, whether a potential tie will be resolved by lot or by a runoff election. Option 1 provides for the use of lots to determine the winner in case of a tie in every election~~,~~ and Option 2 provides for a runoff election in every election~~, and Option 3 is for use by districts that will make this determination prior to each election~~.

Education Code 5016 requires the County Superintendent of Schools to provide certification of a tie vote in an election to the district Board.

OPTION 1: (Tie Decided by Lot)

Whenever ~~a tie makes it~~the County Superintendent of Schools certifies to the Board that there is a tie vote such that it is impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time and place shall determine the winner by lot. (Education Code 5016)

OPTION 1 ENDS HERE

OPTION 2: (Tie Decided by Runoff Election)

Whenever ~~a tie makes it~~the County Superintendent certifies to the Board that there is a tie vote such that it is impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law. (Education Code 5016)

OPTION 2 ENDS HERE

~~OPTION 3: (Tie Decided Based on Board Determination Prior to Each Election)~~

~~Before each election, the Board shall decide whether to resolve a potential tie by lot or by a runoff election. If the Board has decided to resolve a tie by lot, the Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)~~

~~OPTION 3 ENDS HERE~~

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

State	Description
CA Constitution Article 2, Section 2	Voters; qualifications
CA Constitution Article 7, Section 7	Conflicting offices
CA Constitution Article 7, Section 8	Disqualification from office
Ed. Code 1006	Prohibition against school district employees serving on county board of education

Ed. Code 35107	School district employees
Ed. Code 35177	Campaign expenditures or contributions
Ed. Code 35239	Compensation of governing board member of districts with less than 70 ADA
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5091	Vacancies; petition for special election
Ed. Code 5220-5231	Elections
Ed. Code 5300-5304	General provisions; conduct of elections
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5380	Compensation; election officer
Ed. Code 5390	Qualifications of voters
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Ed. Code 7054	Use of district property; campaign purposes
Elec. Code 10010	District boundaries
Elec. Code 10400-10418	Consolidation of elections
Elec. Code 10509	Notice of election by secretary
Elec. Code 10600-10604	School district elections
Elec. Code 11000	Recall of officers
Elec. Code 1302	Local elections; school district election
Elec. Code 13307	Candidate's statement
Elec. Code 13308	Candidate's statement contents
Elec. Code 13309	Candidate's statement; indigence
Elec. Code 14025-14032	California Voting Rights Act
Elec. Code 14050-14057	California Voter Participation Rights Act
Elec. Code 15400	Announcement of election results
Elec. Code 18501	Election fraud

Elec. Code 20	Public office eligibility
Elec. Code 20440	Code of Fair Campaign Practices
Elec. Code 21100-21180	FAIR MAPS Act
Elec. Code 2201	Grounds for cancellation
Elec. Code 4000-4008	Elections conducted wholly by mail
Gov. Code 1021	Conviction of crime
Gov. Code 1097	Illegal participation in public contract
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 1770	Vacancy of office
Gov. Code 81000-91014	Political Reform Act
Gov. Code 9055	Committing crimes against legislative power
Gov. Code 9412	Refusing to appear
Pen. Code 165	Bribes to members of city council
Pen. Code 2772	Interfering with the work of prisoners
Pen. Code 2790	Interrupting the work of prisoners
Pen. Code 424	Embezzlement and falsification of accounts by public officers
Pen. Code 661	Removal for neglect or violation of official duty
Pen. Code 67	Giving bribes
Pen. Code 68	~~Bribes~~Receiving bribes
Pen. Code 74	Acceptance of gratuity
Pen. Code 88	Crimes against legislative power
Pen. Code 98	Crimes against public justice

Federal	**Description**
52 USC 10301-10508	Voting Rights Act

Management Resources	**Description**
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 182 (2022)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 98 (1998)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 181 (2000)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 49 (2002)

Court Decision	Dusch v. Davis (1967) 387 U.S. 112
Court Decision	Randall v. Sorrell (2006) 126 S.Ct. 2479
Court Decision	Rey v. Madera Unified School District (2012) 203 Cal. App. 4th 1223
Court Decision	Sanchez v. City of Modesto (2006) 145 Cal. App. 4th 660
CSBA Publication	Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017
Website	CSBA District and County Office of Education Legal Services
Website	Institute for Local Government
Website	Fair Political Practices Commission
Website	California Secretary of State's Office
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
9005	Governance Standards
9110	Terms Of Office
9223	Filling Vacancies
9224	Oath Or Affirmation
9230	Orientation
9240	Board Training
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices

Exhibit 9220-E(1): Governing Board Elections

Status: ADOPTED

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

This exhibit is a non-exhaustive list of offenses the conviction of which disqualifies a person from holding public office, including as a Governing Board member of a school district, in the State of California.

1. California Constitution, Article VII, Section 8: Giving or offering a bribe to procure personal election or appointment

2. California Constitution, Article VII, Section 8: Committing bribery, perjury, forgery, malfeasance in office, or other high crimes

3. Penal Code section 67: Giving or offering a bribe to any executive officer in the state to influence any decision made by that officer in their official capacity

4. Penal Code section 68: While an executive or ministerial officer, employee, or appointee of the state, a county, a city, or another political subdivision of the state, asking for, receiving, or agreeing to receive any bribe to influence any decision made by that person in their official capacity

5. Penal Code section 74: As a public officer, for gratuity or reward, appointing another person to public office, or permitting another person to exercise or discharge the duties of their office

6. Penal Code section 88: While a member of the Legislature or of a legislative body of a city, county, city and county, school district, or other special district, committing any of various crimes against the Legislative power, including bribery and logrolling

7. Penal Code section 98: While an officer, committing any of various bribery and corruption crimes against the public justice as specified in Penal Code 92-100, including bribing or threatening judges or jurors

8. Penal Code section 165: Giving or offering a bribe to a member of a city council or a board of supervisors to influence any decision made by that member in their official capacity

9. Penal Code section 424: While an officer of the state or of any county, city, town, or district of the state, or while otherwise charged with the receipt, safekeeping, transfer, or disbursement of public moneys, appropriating such moneys for personal use, or refusing to pay any public moneys as required by law

10. Penal Code section 2772: Interfering with the work of prisoners employed at a road camp, or giving or attempting to give such prisoners any controlled substances, intoxicating liquors, firearms, weapons, or explosives of any kind

11. Penal Code section 2790: Interrupting the work of prisoners employed at a public park or camp, or giving or attempting to give such prisoners any controlled substances, intoxicating liquors, firearms, weapons, or explosives of any kind

12. Government Code section 1021: Committing designated crimes as specified in the California Constitution or state law

13. Government Code section 1097: While a public official, being financially interested in a contract made in their official capacity, or by any body or board of which he or she is a member, or aiding or abetting a public official in committing such a violation

14. Government Code section 9055: While a member of the Legislature or of a legislative body of a city, county, city and county, school district, or other special district, committing any of various crimes against the Legislative power, including bribery and logrolling

15. Government Code section 9412: While a member of the Legislature, refusing to appear before the Senate, Assembly, or any committee of the Legislature after being summoned to testify, or while appearing before the Senate, Assembly, or any committee, refusing to be sworn or to answer any material and proper question, or refusing to produce, upon reasonable notice, any material and proper books, papers, or documents in their possession and under their control

16. Elections Code section 20: Committing a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes

17. Elections Code section 18501: While a public official, aiding the illegal casting of a vote at an election or otherwise facilitating the perpetration of election fraud

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

State	Description
CA Constitution Article 2, Section 2	Voters; qualifications
CA Constitution Article 7, Section 7	Conflicting offices
CA Constitution Article 7, Section 8	Disqualification from office
Ed. Code 1006	Prohibition against school district employees serving on county board of education
Ed. Code 35107	School district employees
Ed. Code 35177	Campaign expenditures or contributions
Ed. Code 35239	Compensation of governing board member of districts with less than 70 ADA
Ed. Code 5000-5033	Election of school district board members

Ed. Code 5091	Vacancies; petition for special election
Ed. Code 5220-5231	Elections
Ed. Code 5300-5304	General provisions; conduct of elections
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5380	Compensation; election officer
Ed. Code 5390	Qualifications of voters
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Ed. Code 7054	Use of district property; campaign purposes
Elec. Code 10010	District boundaries
Elec. Code 10400-10418	Consolidation of elections
Elec. Code 10509	Notice of election by secretary
Elec. Code 10600-10604	School district elections
Elec. Code 11000	Recall of officers
Elec. Code 1302	Local elections; school district election
Elec. Code 13307	Candidate's statement
Elec. Code 13308	Candidate's statement contents
Elec. Code 13309	Candidate's statement; indigence
Elec. Code 14025-14032	California Voting Rights Act
Elec. Code 14050-14057	California Voter Participation Rights Act
Elec. Code 15400	Announcement of election results
Elec. Code 18501	Election fraud
Elec. Code 20	Public office eligibility
Elec. Code 20440	Code of Fair Campaign Practices
Elec. Code 21100-21180	FAIR MAPS Act
Elec. Code 2201	Grounds for cancellation
Elec. Code 4000-4008	Elections conducted wholly by mail
Gov. Code 1021	Conviction of crime
Gov. Code 1097	Illegal participation in public contract
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 1770	Vacancy of office
Gov. Code 81000-91014	Political Reform Act
Gov. Code 9055	Committing crimes against legislative power
Gov. Code 9412	Refusing to appear
Pen. Code 165	Bribes to members of city council
Pen. Code 2772	Interfering with the work of prisoners
Pen. Code 2790	Interrupting the work of prisoners
Pen. Code 424	Embezzlement and falsification of accounts by public officers
Pen. Code 661	Removal for neglect or violation of official duty
Pen. Code 67	Giving bribes
Pen. Code 68	~~Bribes~~Receiving bribes
Pen. Code 74	Acceptance of gratuity
Pen. Code 88	Crimes against legislative power
Pen. Code 98	Crimes against public justice
Federal	**Description**
52 USC 10301-10508	Voting Rights Act

Management Resources	Description
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 182 (2022)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 98 (1998)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 181 (2000)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 49 (2002)
Court Decision	Dusch v. Davis (1967) 387 U.S. 112
Court Decision	Randall v. Sorrell (2006) 126 S.Ct. 2479
Court Decision	Rey v. Madera Unified School District (2012) 203 Cal. App. 4th 1223
Court Decision	Sanchez v. City of Modesto (2006) 145 Cal. App. 4th 660
CSBA Publication	Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017
Website	CSBA District and County Office of Education Legal Services
Website	Institute for Local Government
Website	Fair Political Practices Commission
Website	California Secretary of State's Office
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
9005	Governance Standards
9110	Terms Of Office
9223	Filling Vacancies
9224	Oath Or Affirmation
9230	Orientation
9240	Board Training
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices

Bylaw 9223: Filling Vacancies **Status:** ADOPTED

Original Adopted Date: 09/01/1989 | **Last Revised Date:** ~~12~~06/01/~~2022~~2024 |
Last Reviewed Date: ~~12~~06/01/~~2022~~2024

Events Causing a Vacancy

A vacancy on the Governing Board may arise from any of the following events:

1. The death of an incumbent (Government Code 1770)

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of the office for the remainder of the term (Government Code 1770)

~~3. A Board member's resignation (Government Code 1770)~~

~~A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer an effective date of resignation for more than 60 days after the date the resignation is filed with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)~~

CSBA NOTE: Pursuant to Education Code 5090, a vacancy resulting from a resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. Pursuant to Education Code 5091, a Board member may not defer an effective date of resignation for more than 60 days after the date the resignation is filed with the County Superintendent.

3. A Board member's resignation in accordance with Board Bylaw 9222 - Resignation (Government Code 1770)

4. A Board member's removal from office by recall (Elections Code 11000-11386; Government Code 1770)

5. A Board member's ceasing to be a resident of the district (Government Code 1770)

CSBA NOTE: The following paragraph is for use by districts that have established trustee areas. In 105 Ops.Cal.Atty.Gen 182 (2022), the Attorney General has opined that when the boundaries of a district's trustee areas are adjusted or the district changes from "at-large elections" to "by-trustee area elections," and a vacancy then arises in a seat held by a Board member whose term of office began prior to the change in boundaries or election method, the vacancy should be filled using the boundaries or election method by which the incumbent Board member was elected. See BB 9220 - Governing Board Elections.

6. A Board ~~member ceases~~member's ceasing to inhabit the trustee area represented ~~on~~by the Board ~~(58 Ops.Cal.Atty.Gen. 888 (1975))~~member (Government Code 1770)

7. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)

   a. Upon district business with the approval of the Board

   ~~b.~~ With the consent of the Board for an additional period not to exceed a total absence of 90 days

   ~~c.~~b. ~~In~~ or, in the case of illness or other urgent necessity~~,~~ and upon a proper showing thereof, ~~the time limited~~ for ~~absence from the state may be extended by the Board~~more than 90 days

   ~~d.~~c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

   If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve during the absence. If two or more Board members ~~of the Board~~ are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

8. A Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by ~~illness~~sickness or when absent from the state with the permission required by law (Government Code 1770)

CSBA NOTE: Board members forfeit office and, in some cases, are disqualified from holding public office upon conviction of designated crimes as specified in the Constitution and various other state laws. Examples of crimes that result in forfeiture of office include, but are not limited to, convictions for felonies, offenses that involve a violation of official duties, bribery, selling appointments, intoxication in the discharge of official duties, misuse of public funds, conflict of interest violations, and a false claim of receipt of any military decoration or medal.

9. A Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

10. A Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)

11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

CSBA NOTE: Pursuant to Education Code 5090, a vacancy is declared when there has been a "failure to elect," meaning that the County Registrar of Voters has determined that an election will not be held because either no candidate or an insufficient number of candidates have filed to run for a Board seat(s). Education Code 5328 authorizes the Board to make an appointment in such circumstances.

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

~~CSBA NOTE: Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action, as specified below. In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy.~~

2. When a vacancy occurs ~~from~~between six months ~~to~~and 130 days before a regularly scheduled Board election at which the vacant position is not scheduled to be filled, the vacancy shall be filled by a special election ~~to fill the position shall be~~ consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which the person was elected to fill. (Education Code 5093)

~~When a vacancy occurs outside of the statutory time windows identified in Items #1 and #2 above, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment.~~

~~**Eligibility**~~

~~CSBA NOTE: Persons applying or nominated for a Board position must meet the legal qualifications for Board members as detailed in Education Code 35107. Education Code 35107 also provides that a district employee appointed or elected to the Board must resign from district employment before being sworn in or the employment will be automatically terminated upon being sworn into office. See BB 9220 - Governing Board Elections.~~CSBA NOTE: Pursuant to Education Code 5091, when a vacancy occurs outside of the statutory time windows identified in Items #1 or #2 above or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action, as specified below. In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent must call an election to fill the vacancy.

3. When a vacancy occurs any time outside of the statutory time windows identified in Items #1 and #2 above, the Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation, whichever is sooner. **(Education Code 5091, 5093)**

Eligibility for Appointment

CSBA NOTE: Persons applying or nominated to be appointed to fill a Board vacancy are required to meet the legal qualifications for serving as elected Board members. See BB 9220 - Governing Board Elections.

In order to be appointed ~~or elected~~ to fill a vacancy on the Board, a person must meet the eligibility requirements specified in ~~Education Code 35107, as described in BB~~law and Board Bylaw 9220 - Governing Board Elections.

Provisional Appointments

CSBA NOTE: The following optional paragraph should be modified to reflect district practice. ~~The~~While the Board is authorized to make a provisional appointment to fill a vacancy pursuant to Item #3 in the section "Timelines for Filling a Vacancy" above~~. The~~, the law does not specify procedures for making provisional appointments for vacancies ~~caused by reasons other than a failure to elect~~; however, such procedures must comply with the requirements of the Brown Act. (Government Code 54950-54963~~). Secret ballots are prohibited by Government Code 54953. In addition, only an individual who meets the eligibility requirements specified in Education Code 35107 may be appointed to fill a vacancy.~~)

See CSBA's publication, "Filling a Board Vacancy~~"~~," for additional information about provisional appointments, including sample questions for interviewing and evaluating candidates.

When, as authorized by law, the Board has opted to make a provisional appointment to fill a vacancy ~~on the Board~~, the Board ~~shall advertise~~, by resolution, may approve the procedures for selecting the person to be provisionally appointed to fill the vacancy. These procedures may, but are not required to, include the following:

1. Advertising in the local media to solicit candidate applications ~~or nominations. A~~

2. Establishing a committee consisting of less than a quorum of the Board ~~shall~~to ensure that applicants are eligible for Board membership and announce the names of the eligible candidates~~. The Board shall interview~~

3. Interviewing the candidates at a public meeting~~, accept oral or written public input, and select the provisional appointee by majority vote.~~

CSBA NOTE: Pursuant to Education Code 5092, once the Board has filled a vacancy by provisional appointment, the Board is required to post a notice. The notice is required to be posted in three public places in the district in addition to other notice requirements. Districts with trustee areas may want to post the notice in three public places within the trustee area of the vacant seat. Boards for districts with trustee areas are advised to consult CSBA's District and County Office of Education Legal Services or district legal counsel regarding the requirement to post in three public places.

Pursuant to Education Code 5092, as amended by AB 1326 (Ch. 68, Statutes of 2023), the notice is also required to be posted on the district's website.

Within 10 days after the Board makes a provisional appointment ~~is made~~to fill a Board vacancy, the ~~Board~~ Superintendent or designee, on behalf of the Board, shall post ~~notices~~a notice of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The ~~notice~~ Superintendent or designee shall ~~be published in~~post the ~~local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district.~~ notice as follows: (Education Code 5092)

~~The notice shall contain: (Education Code 5092)~~

1. In three public places in the district or, if applicable, trustee area

2. On the district's website

3. In a newspaper of general circulation published in the district, if such a newspaper exists

The notice shall contain: (Education Code 5092)

1. The fact of the vacancy or resignation

~~1.~~2. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation

~~2.~~ The full name of the provisional appointee

3. ~~The~~ to the Board and the date of the provisional appointee's appointment

4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, ~~it~~the appointment shall become ~~an~~ effective ~~appointment~~

~~The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)~~

~~CSBA NOTE: Pursuant to Education Code 5091, the County Superintendent of Schools is required to terminate a provisional appointment and order a special election if, within 30 days of the appointment, a petition requesting a special election to fill the vacancy is submitted by registered voters. Pursuant to Education Code 5091, as amended by SB 1061 (Ch. 831, Statutes of 2022), any such petition for a special election must contain the county elections official's estimate of the cost of conducting the special election, expressed on a per-student basis. Education Code 5091, as amended, also requires such special election to be conducted not less than 88, nor more than 125, days following the County Superintendent's order of the election, unless the election may be consolidated with a regularly scheduled election which is to take place within 180 days after the issuance of the County Superintendent's order. For the conduct of Board elections, See BB 9220 - Governing Board Elections.~~CSBA NOTE: Pursuant to Education Code 5091, an appointed Board member may only hold office until the next regularly scheduled district Board election. Thus, if a person is appointed to a board with three years remaining in their term, then it is likely that they will only serve through the second year as there typically would be a regularly scheduled district Board election at that point. There would need to be a special election concurrent with the regularly scheduled district Board election and final two years of the vacant term would be filed by the person elected in the special election.

The person appointed shall only hold office until the next regularly scheduled election for district Board members. (Education Code 5091)

CSBA NOTE: Pursuant to Education Code 5091, the County Superintendent is required to terminate a provisional appointment and order a special election if, within 30 days of the appointment, a petition requesting a special election to fill the vacancy is submitted by registered voters. Pursuant to Education Code 5091, any such petition for a special election must contain the county elections official's estimate of the cost of conducting the special election, expressed on a per-student basis. Education Code 5091 also requires any such special election to be conducted not less than 88, nor more than 125, days following the County Superintendent's order of the election, unless the election may be consolidated with a regularly scheduled election that is to take place within 180 days after the issuance of the County Superintendent's order. For the conduct of Board elections, See BB 9220 - Governing Board Elections.

If within 30 days of the Board's appointment, registered voters of the district or, where elections are by trustee areas, of the trustee area, submit a petition for special election ~~which~~that the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a

special election shall be held in accordance with Education Code 5091 to fill the vacancy.

Appointment Due to Failure to Elect

CSBA NOTE: The following ~~procedure applies~~requirements apply when an appointment is being made because of a failure to elect pursuant to Education Code 5090, 5326, and 5328 (Item #~~12~~13 in section entitled "Events Causing a Vacancy" above).

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated ~~(i.e., a failure to elect)~~ and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

~~The procedure for selecting and interviewing candidates shall be~~ When, as authorized by law, the ~~same as~~ Board seeks to make an appointment because of a failure to elect, the Board, by resolution, may approve any additional the procedures for ~~"Provisional Appointments," as specified above.~~ selecting the person to be appointed to fill the vacancy.

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State	Description
Ed. Code 35107	School district employees
Ed. Code 35178	Resignation with deferred effective date
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5090-5095	Vacancies on the board
Ed. Code 5200-5208	Districts governed by boards of education
Ed. Code 5300-5304	General provisions; conduct of elections
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections

Ed. Code 5360-5363	Election notice
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Elec. Code 10600-10604	School district elections
Elec. Code 11000-11386	Candidates for recall
Gov. Code 1064	Absence from state
Gov. Code 1770	Vacancy of office
Gov. Code 3000-3003	Forfeiture of office
Gov. Code 3060-3075	Removal other than by impeachment
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6061	Manner of notice as prescribed in designated section
Pen. Code 88	Bribery; forfeiture from office

Federal	**Description**
18 USC 704	Military medals or decorations

Management Resources	**Description**
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 182 (2022)
Attorney General Opinion	58 Ops.Cal.Atty.Gen. 888 (1975)
CSBA Publication	Filling a Board Vacancy, rev. 2022
Website	CSBA District and County Office of Education Legal Services
Website	California State Attorney General's Office, Quo Warranto Applications
Website	CSBA

Cross References

Code	**Description**
1113	District and School Websites
1340	Access To District Records
9100	Organization
9110	Terms Of Office
9130	Board Committees
9220	Governing Board Elections

9222	Resignation
9224	Oath Or Affirmation
9230	Orientation
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

Exhibit 9270-E(1): Conflict Of Interest **Status:** DRAFT

Original Adopted Date: Pending

RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Coronado Unified School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Coronado Unified School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Coronado Unified School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____

Attest:

_____
Secretary/President

Conflict of Interest Code of the
Coronado Unified School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

    a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

    b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

    a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

    b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

    a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

    b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Designated Position	Disclosure Category
Governing Board Members	1
Superintendent of Schools	1
Deputy Superintendent	1

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation

2. Adopt or enforce a law

3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement

4. Authorize the district to enter into, modify, or renew a contract that requires district approval

5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract

6. Grant district approval to a plan, design, report, study, or similar item

7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

AGENDA - August 29, 2024

ORGANIZATIONAL BUSINESS (5 min.)
12.1 Proposed List of Agenda Items for Future Board Meetings

Department/Category: DISTRICT ORGANIZATION AND BOARD OPERATION

Background Information:
The Board requested that a list of topics for future Board agendas be published monthly to inform the public of proposed Board reports, items that will be discussed, and items to be voted on by the Board.

Reports:

To assist the Board in planning, the topics listed below are tentatively scheduled for the months indicated. Dates may vary due to the availability of necessary information. The reports are in addition to regular information and action items such as personnel and business items which appear on the agenda every month.

September 12, 2024: Regular Board Meeting
- Board Policy Updates - Approval
- Special Programs: CoSA Update
- Learning & Instruction: Student Learning Update
- Deputy Superintendent Report
- Superintendent Report: LRP

October 17, 2024: Regular Board Meeting
- Board Policy Updates - First Read
- Learning & Instruction: Student Learning Update
- Deputy Superintendent Report
- Superintendent Report: LRP

November 21, 2024: Regular Board Meeting
- Board Policy Updates - Approval
- Special Programs: Preschool Update
- Learning & Instruction: Student Learning Update
- Deputy Superintendent Report
- Superintendent Report: LRP

Financial Impact:
There is no impact to the general fund as a result of this report.

Superintendent's Recommendation:

Presented for discussion.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____